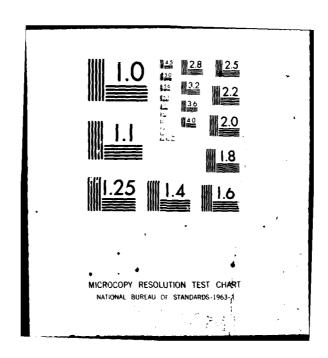
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RESEARCH REPORT NO. 36

DEPARTMENT OF THE NAVY EEO INTERNAL RECRUITMENT STUDY





D. NITTERHOUSE

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OFFICE OF THE ASSISTANT SECRETARY OF THE NAVY (MANPOWER, RESERVE AFFAIRS AND LOGISTICS) WASHINGTON, D.C. 20350

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the representation of race/national origin and sex groups currently underrepresented in some areas of its workforce. The analytic approach used was developed as part of the study to provide a prototype for further analyses in connection with the Navy's participation in the Federal Equal Opportunity



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DEPARTMENT OF THE NAVY

EEO INTERNAL RECRUITMENT STUDY

by
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Harvard Graduate School of Business
30 September 1979

This study was sponsored by the Office of the Assistant Secretary of the Navy (Manpower, Reserve Affairs and Logistics) under the direction of:

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EEO Internal Recruitment Study

Table of Contents

		Page			
	Table of Contents	1			
Α.	Executive Summary	2			
В.	Introduction				
	1. Internal Recruitment	7			
	2. Data	9			
	3. Analysis Methods	11			
c.	Analysis of Representation and Changes	18			
D.	Analysis of Population Flows				
Ε.	Recommendations	51			

A. EXECUTIVE SUMMARY

This study was performed to determine how the Navy used internal recruitment for civilian employees during the 1972 to 1978 period and how it can use internal recruitment in the future as a tool for improving the representation of groups currently underrepresented in some areas of its work force. The analytic approach used was developed as part of the study to provide a prototype for further Internal Recruitment analyses for Equal Employment Opportunity (EEO). Recommendations for Navy-wide Internal Recruitment policy were based on the analysis of historical data and examination of entry requirements for various occupations and grade groups.

Department of the Navy civilian work force data on occupations, grade groups, race and sex were obtained from the Computer-Assisted Manpower Analysis Systems (CAMAS) subsystem of the Navy Automated Civilian Management Information System (NACMIS). The period covered is September 30, 1972 through September 30, 1978. This data, which provides the basis for the historical analysis, is also intended to be a resource document for purposes beyond the original analysis.

The approach taken was to perform an analysis of historical data and use the results as a basis for developing recommendations on both policies and further study needed. Internal recruitment priorities were determined by first comparing Navy civilian work force data to the civilian labor force data to determine those areas where greatest improvement is needed, according to the definition of underrepresentation set forth in FPM 720-2,

the Federal Equal Opportunity Recruitment Program. Then, by examining entry requirements of underrepresented occupations and grade levels and available labor pools in other occupations and grade levels, we determined the areas where greatest improvement is needed and appear amenable to significant improvement by use of internal recruitment. Finally recommendations were made as to the types of internal recruitment policy we deem is appropriate and feasible to implement on a Navy-wide basis to effect needed improvement of minority and/or female representation in these areas.

The analysis looks at representation in terms of numbers and percentages of employees, and changes in both overtime. The following patterns were noted:

- As grade increases, female and minority representation decreases.
- Representation of minorities and females increased
 - Especially in areas previously below the national civilian labor force (NCLF) and below Navy average
 - Except female in wage pay systems.
- Minority male representation is lowest in GS, where Black and Hispanic representation is consistently below NCLF.
- Female representation is lowest and is below CLF in wage pay plan, Scientist and Engineers, and higher grades of all occupations except clerical.

Population flows were also analyzed: how many people entered an occupation and/or grade group, where did they come from, how many people left, where did they go, how many stayed? These are also looked at in terms of both numbers and percentages. The following points are salient:

- Scientists and Engineers have the lowest exit rates, and entries are almost exclusively from outside the Navy civilian work force. Other professionals showed the same entry pattern but higher exit rates. Internal recruitment into these occupations from others is severely limited by the education requirements of these occupations. However Internal Recuritment within the occupation is extensive.
- There are existing paths in use for movement from Clerical into Technician and Management occupations, and from Technician to Management. This appears to be partly because of OPM occupation series structure as well as because of EEO efforts in these areas. These are areas where Internal Recruitment is a viable strategy for improving minority and female representation, and a Navy-wide policy to effect this should be developed and implemented.
- Although Craftsman and Operative occupations are comparable in pay to Management and Technician, there is much less movement from Clerical to Craftsman and Operative than from Labors to Craftsmen and Operatives or from Clerical to Technician or Management. Increasing the movement from Clerical to Craftsman and Operatives may well be a major untapped source for increasing female representation (currently only 4%) in the Craftsman and Operative occupations. Craftsmen and Operatives comprise over 40% of the Navy civilian work force and are thus a significant occupation group.

The recommendations of this study for focusing Internal Recruitment are:

1. Between occupations:

- a. From Clerical to Technician and Management, and from Technician to Management. Formalize the paths currently in use, develop new paths where feasible, develop policies and programs which support the use of these paths, and develop monitoring systems to determine whether they are being used.
- b. From Clerical to Craftsman and Operatives. This area appears to require an extensive education campaign in addition to more traditional personnel actions. That females can do Craftsmen and Operative jobs, what salary ranges in these jobs are, and that Navy has programs to train people for these jobs are key messages which must reach both the target recruitment population and the management community. Paths for movement and a monitoring system to determine whether and how successfully they are being used must be developed.
- 2. Within occupations and grades, the major consideration is whether minorities and females receive equal treatment to white males. Equal

treatment includes access to training opportunities, assignments, promotions, etc. A monitoring system must be developed to statistically compare rates of actions (e.g., promotions) between race/sex groups. Patterns of statistically significant differences in rates of actions between race/sex groups are indications of areas where further investigation is needed to determine if the causes of such differences are race or sex related. Corrective action will be situationally specific. Since representation of females and minorities tends to be higher in the lower grades of each occupation, successful within occupation internal recruitment should help correct underrepresentation at higher grades.

Some policies and programs which will support these are:

- 1. A central clearing house or data base for actions developed and found useful at activity level as well as headquarters level. Energy is currently wasted in "reinventory wheels."
- 2. Require vacancy announcements to be distributed internally as well as externally and specify "minimum areas of consideration" for selected grades and occupations.

Monitoring and evaluation systems, with feedback tied into performance appraisals of managers, are necessary for all policies and programs. These serve to reinforce commitment, as well as to determine whether desired effects are occurring. Accomplishment of objects must be measured. Past evaluations have tended to focus on process (means) rather than objectives (ends). Particularly in this area, where the end results of any process are not clearly predictable, evaluation of process alone is in sufficient to determine whether objectives have been met.

Extensions of this study are underway as part of continuing operational as well as research efforts into EEO goals development and related policy analysis techniques (for a description of some of the previous work see (1), (2), (3) and (5)) as a next step, a programmatic paper is in development discussing the implications of planning and accountability for EEO policy analysis. There are continuing efforts to strive towards

the implementation of the EEO goals throughout the Navy. Also, continuing research is being directed by the Navy towards (1) the development of modeling capability concerning trade-off strategies between internal vs. external recruitment and (2) extensions of external labor market analysis capabilities to the broader policy issues involving the Navy's EEO and manpower posture.

B. INTRODUCTION

Internal Recruitment

Internal recruitment is not new to the civilian Navy; in fact, most positions filled each year are filled by internal recruitment. Internal recruitment means announcing vacant positions to persons who are already Department of the Navy civilian employees. Athough the commonest form of selection which results from internal recruitment is selection of an employee who is already in the occupation series in which the vacancy exists, there is also some incidence of recruitment into a new occupation series.

Use of internal recruitment as an EEO tool is not exactly new either. Upward Mobility programs, for example, are designed to move people from "dead-end" jobs to areas in which they at least have the possibility of achieving higher levels of grade, salary, prestige and/or (presumably) job satisfaction. However prior efforts hve been primarily aimed at special programs requiring large investment of resources in identifying individuals, restructuring jobs and essentially creating programs around specific situations. Although these efforts are important and necessary, it appears that other more generally applicable approaches to using internal recruitment as a tool for accomplishing EEO may have been applied only haphazardly or been completely overlooked. It is these (potential) situations that this study was designed to discover and make recommendations for correction.

Although this study was conceived and initiated in the fall of 1978, it has gained legitimacy and importance by the Federal Equal Opportunity Recruitment Program (FEORP). FEORP explicitly requires each agency to have an <u>internal</u> (as well as external) recruitment policy and programs based on an analysis of its existing representation. This study begins to address that requirement. Because recruitment tends to vary between occupations, this study is organized by occupation more than by traditional EEO focus on specific minority/sex groups.

The purpose of the study was to use data analysis to find out where internal recruitment strategies had been and/or could be successfully used to improve the representation of minorities and females in the Navy civilian work force. Since improving representation is not definitionally equivalent to increasing representation, a choice had to be made as to what "improve" meant. The FEORP guidelines indicate that civilian labor force (CLF) representation, without regard to occupation or grade related skills and ability, are the appropriate reference for the FEORP programs. Accordingly our analysis is based on comparisons of Department of the Navy civilian work force data to CLF representation statistics.

For Internal Recruitment to aid in reducing underrepresentation requires that a population of the group underrepresented in one job area, but qualified or qualifiable for entry to the target job area, exists in another job area in the work force from which the move would be advantageous to the employee. "Job area" is used to denote both occupations and grade levels. Our criteria for determining whether a

move is advantageous include both immediate salary and opportunity to increase salary. Grade levels were used as surrogates for salary in most cases except for comparisons between pay plans. No attempt was made to include subjective factors such as "prestige" of one occupation versus another, nor do we consider it appropriate to do so at this point.

Data

The data used for this anlaysis were obtained from the Department of the Navy's Personnel Automated Data System (PADS). Although criticisms about lack of relevant data abound, it was noted that available data was not being used. We therefore decided to concentrate on available data to see what relevant information it contained and to develop analysis methods appropriate for deriving relevant information from the data. Benefits expected from this were (1) an improvement in knowledge of Navy's EEO status and recent historical trends, (2) development of methods to derive this knowledge that can be used to monitor progress in the immediate future, and (3) a better understanding of the potential usefulness of developing additional methods and gathering additional data.

The data used for this study is actually only a small subset of the currently available data. The study data base includes all United States direct-hire civilian employees of the Department of the Navy who were employed on either 30 September 1972 or 30 September 1978 or both, except employees in Hawaii, Puerto Rico, or Guam. The data on each

employee is by occupation group, grade group, minority code and sex, and is defined as follows:

Occupation groups (one digit Department of the Navy Occupation Level (DONOL) codes)

- 2 Scientist and Engineers
- 3 Other Professional
- 4 Management and Administrative
- 5 Technicians
- 6 Clerical
- 7 Other General Schedule
- 8 Craftsmen and Operatives
- 9 Laborers

Codes 2 through 7 inclusive are General Schedule (GS) pay plans. Codes 8 and 9 are Wage pay plans.

Grade groups:

General Schedule:

Wage:

Grades	1-4	are	grade	group	1	Apprentice
Grades	5 - 8	are	grade	group	2	Semi-skilled
Grades	9-12	are	grade	group	3	Journeyman
Grades	13-15	are	grade	group	4	Leader
Grades	16-18	are	grade	group	5	Supervisor

(See (6) for further explanation of these Occupation and Grade groups.)

Minority (according to Civil Service classification system):

Black Hispanic Other (aggregate of Asian American, Native American, Aleut and Eskimo) White

Sex: Male or Female

The data for 1972 is less reliable than that for 1978, due to a separate file being kept for minority codes and the newness of the minority classification system at that time. Although the data has been

reviewed for accuracy and corrected where possible, there are still about 700 employees without minority codes in the 1972 data; this causes discrepancies between tables constructed using minority codes and those constructed without using minority codes. The small differences in the 1978 data are due to rounding in calculations. Although some criticism can be leveled at the quality of 1972 data, it was considered sufficiently accurate for our purposes. The 30 September 1972 date was chosen because it is the earliest adequate date to provide a sufficiently long time period to observe trends. Also, it approximates a turning point both in EEO due to amendments to the Civil Rights Act of 1964 and in Navy mission due to the post-Vietnam drawdown.

The data for the Department of the Navy civilian work force is extracted from the PADS data base by the transition subsystem of the Computer Assisted Manpoer Analysis System (CAMAS). All tables included in this analysis are derived from the data extracted by that system.

Analysis Methods

There are two basic types of analysis performed on the data. The first involves looking at representation (i.e., numbers of employees in the work force classified by minority code, sex, occupation group, and grade group). Since we have representation data for two points in time, the first analysis was done to compare representation at these two points in time. The first step in this process is to compute change numbers (Table 1), simply by subtracting the number of employees in any category at 1972 from the number in that same category at 1978. For example,

(Table 1, page 1, line 2) there were 15,058 employees of all races and sex in Occupation Group 2 (Scientists and Engineers), Grade Group 3 (GS 9-12) at 30 September 1972. There were 16,766 in this category at 30 September 1978. The change number is (15,058 -16,766 =) 1,708, i.e., an increase of 1,708. Of the total employees in this occupation and grade group, there were 14,658 males (all races) in 1972 and 16,262 in 1978, a change (increase) of 1,604. Of the total employees in this occupation and grade group there were 119 Hispanic males in 1972 and 176 in 1978, a change (increase) of 57 (Table 1, page 3, line 1, column "Hispanic Males"). Although comparison of numbers of employees is useful, it is not sufficient. Three different types of percentages are computed:

- (1) Percentage change (increase or decrease) in a given category over time, (Table 1) is computed by dividing the change number for any category by the number on board in that category at the earlier time period, in this case 30 September 1972,
 - i.e., (change number)/(number employees at 30 September 1972) where both the numbers are for exactly the same race, sex, occupation and grade group, or the same combination therefor. For example, in Occupation group 2, grade group 2, all employees there was an 11% increase (1,708/15,058).
- (2) <u>Proportional Diatribution</u> percentages (Table 2) are "the percentage of all employees of a given ethno/sex class which are in a given occupation and/or grade category," i.e., these percentages show how an ethno/sex class is distributed through the work force. They are computed by:

(number employees of a given minority and/or sex in a specific occupation and/or grade)/(total number of employees of that minority code and/or sex in the total civilian Navy work force).

Comparisons of these percentages for a specific ethno/sex class to the same percentages computed for all employees combined indicates where ethno sex groups are "concentrated." These numbers are always computed separately for each year, i.e., both numbers in the calculation are for

the same date. Comparisons can then be made between the percentages in different years to see if concentration is changing.

For example (Table 2, page 1, line 2), 6.0% of all employees are in Occupation Group 2, Grade Group 3 in 1978, but 7.7% of all males are concentrated there, only 2.5% of all Hispanic males are there, and only .7% of all females are there. Basically this says that if there's a higher (lower) percentage in the occupation and grade group under consideration there is a lower (higher) percentage somewhere else, since percentages always total 100%.

(3) <u>Proportional Representation</u> is perhaps the most immediately useful of the percentages. This is "of a given occupation and/or grade group (or combination thereof), what percentage belong to some ethno/sex class." It is computed by:

(number in ethno/sex, occupation and/or grade group)/ (number of all employees in same occupation and/or grade group).

This percentage is also computed using numbers from the same date. Comparisons between these percentages computed for different years can then be compared. It is this type of percentage that is to be compared to civilian labor force (CLF) percentages (under FEORP guidelines) to determine which ethno/sex classes are underrepresented in what occupations and grade groups. Although FEORP defines different occupation and grade groups to be used, they are compatible with those used for this analysis.

For example (Table 3, page 1, line 2) of all the employees in Occupation group 2, grade group 3 at 30 September 1972, only .8% were Hispanic males (119/15,058), but at 30 September 1978 (1.0% were Hispanic males (176/16,766).

The analyses discussed above address position at two different points in time but not what happened, or how the changes occurred, between the two positions. Population Flow (transition) data provides the first step in addressing these questions. The importance of this can be brought out as follows: Suppose there are two occupation and grade group categories which have exactly the same number and percentage of each ethno/sex class at two points in time. At least one ethno/sex class has been determined to be underrepresented at the first point in time in both categories. They appear to have done equally well--or

poorly--on the basis of percentage representation only. However, if we do a flow analysis we may evaluate them differently. If in category A, all the employees are exactly the same persons at both points in time there was really no opportunity to change the ethno/sex mix. If in category B, however, all the employees who were there at the earlier time left and were replaced by employees none of whom were in that category at the earlier point in time, then there was an opporutnity to change the ethno/sex mix of category B. Since every organization is made up of several different categories, it is important to know which ones are more succeptible to change in order to plan for and evaluate results. Where entries into each category come from is also important. Historical patterns of movement can be seen from flow data. In categories where underrepresentation has been established, it is also necessary to determine (by analysis of position requirements) where it is feasible to develop new paths of movement into underrepresented categories from categories where substantial populations of the underrepresented class exist. This has only been addressed in a general way in this study since we concentrated on historical data analysis. Cooperation of personnel specialists must be enlisted to determine where and how these kinds of changes are feasible.

Population flow data is found in Tables 4, 5, 6 and 7. Table 4 gives overall data on occupations, without regard to grade groups or ethno/sex classes. This provides an overview of organization movement. Table 5 has separate flow data for each ethno/sex class and is broken down by grade groups as well as occupation groups. Tables 6 and 7 are comprised of the same data as Table 5 but grouped and presented in

different ways. Interpretation of Table 5 for all ethno/sex classes will be explained in detail below; Table 4 is interpreted in exactly the same manner as are the pages for individual ethno/sex groups. Tables comparable to the "from" table (4-C) are not yet available for the levels of data in Table 5. (They can be computed using the number of flows in Table 5, but have not yet been programmed.) Their computation and use will be discussed, as they are anticipated to be programmed in the future.

The "No. at Sep 72" column is the same as the number found in the Change Report for that ethno/sex category, with one following exception. Numbers on the both sex, all minority table (if it is available) may be somewhat higher than those on the change reports; this is due to lack of minority codes in a small portion of the employees in earlier years, as discussed above under reliability of data. For example, the number of Hispanic males in occupation group 2, grade group 3 at 30 September 1972 was 119 (Table 5, Number Flows, male Hispanic). Of these 119 at 30 September 1978, 75 were still in the same job category, 2-3 (i.e., read "category 2-3" to mean occupation group 2, grade group 3), 18 had been promoted to job category 2-4, 1 had moved to job category 4-3, and 25 had left the civilian Navy work force.

The "No. at Sep 78" row (bottom of table) is the same as the numbers found on the Change Report for that ethno/sex category (with the possible exception noted above) for that date. To continue our example, there were 176 Hispanic males in job category 2-3 at 30 September 1978. The figures in each row of the column for each occupation and grade group

indicate in what job categories the employees who were on board as of the later date (i.e., 30 September 1978 in the study) were as of the earliest date. Thus 9 male Hispanic employees who were in job category 2-3 at 30 September 1972 were in category 2-3 at 30 September 1978.

This can then be read: of the 176 Hispanic males in job category 2-3 in 1978, 9 had been in job category 2-2, 75 in job category 2-3, 1 in job category 2-4, 1 in job category 4-3, 1 in job category 5-1, 5 in job category 5-2, 2 in job category 5-3, 1 in job category 8-1, and 81 were not in the Navy civilian work force at 30 September 1972.

"Proportion of Flows to" tables, which are included with all reports, are computed by dividing each entry in any job category row by the number in the "No. at Sep 72" column of that row. This reads "of the employees in (row job category) as of the earlier date, this proportion were in (column job categories) and that proportion had left the Navy civilian work force as of the later date." For Hispanic males in job category 2-3 at 30 September 1972, .630 (75/119) (or 63.0%) were still in job category 2-3, .151 (18/119) went to category 2-4, .008 went to category 4-3, and .210 had left the Navy civilian work force by 30 September 1978.

"Proportion of Flows from" tables are not available currently, as noted above. However we can compute them as follows from the Number Flows by dividing every number in each column by the number in the bottom row of that column. Thus for Hispanic males: of the 176 employees in job category 2-3 at 30 September 1978, .051 (9/176) had been in (come from) job category 2-2, .426 (75/176) had stayed in job

category 2-3, .006 (1/176) came from each of job categories 2-4, 4-3, 5-1, and 8-1, .028 (5/176) came from category 5-2 and .011 (2/176) from job category 5-3, (these are all "internal sources) and .460 (81/176) came from "external sources," i.e., from outside the Navy civilian work force at 30 September 1972. Note that any intermediate steps cannot be seen from this data, only where employees "started" and "ended" at the two chosen times. However, this is much more information than can be derived from only net changes in representation, as was discussed above.

These procedures were used to develop the analysis in the next section of the report. This explanation should enable readers to follow the analysis, or to go directly to the tables for themselves.

C. ANALYSIS OF REPRESENTATION AND CHANGES

1. General Work-Force Configuration

a. The Department of the Navy civilian personnel work force decreased from 298,344 to 279,195 during the period September 1972 to September 1978. These figures represent a total decrease of 19,149 personnel or approximately 6%. The data in tables 1, 2, and 3 show that all occupations and grade groups were not affected in the same way. The tables reflect the following: (1) The total number of employees increased in every occupation group except Clerical, Craftsmen and Operators, and Laborers; (2) The largest increases were in Management and Administration (2,511 or about 9%) and Other General Schedule (1,105 or about 15%); (3) Craftsmen and Operators decreased by 18,565 (14%), almost the total amount of the net decrease. This reflects the shift from war to peace-time support requirements for repair and maintenance of equipment. (4) Within the GS occupations the total net change was an increase of 1,040 (slightly less than 1%); (5) Decreases in GS 1-4 were due to a decrease in Clerical staff; (6) Decreases in numbers at grade levels GS 13-15 and 16-18 were due to the effort to reduce high grades; (7) Within wage pay systems, Laborers, Semi-skilled and Leaders bore the greatest proportion of the decreases, although Apprentice was the only group which increased.

2. Analysis by Sex and Race

a. Overall changes. These data also show different impacts between the sexes. Males decreased by 20,616 (9%) while females increased by

1,467 (2%). This increase is due primarily to significant increases in female representation in Management and Administration (2,307 or 39%), Technicians (2,207 or 27%), and Other GS (545 or (1185%). These were slightly offset by decreases (2,390 or 5%) in female Clerical and (1,509 or 26%) in female Craftsmen and Operatives. Females as a percentage of total Craftsmen and Operatives dropped from an already low 4.2% in 1972 to only 3.6% in 1978. This condition, when considered along with the size of the Craftsmen and Operatives occupation group--118,240 employees, (i.e., 42.4% of the total Department of the Navy civilian work force) in 1978--makes it a particularly important area to concentrate analyses and subsequent actions. Males declined as a proportion of the Clerical group (the only group with less than 63% male representation) from 14.7% in 1972 to 12.9% in 1978. It is generally true, in aggregate and in individual occupations, that as grade level increases, the percentage representation of non-whites and females decreases.

b. Assumptions concerning traditional work-force distributions.

Although Department of the Navy civilian personnel data supports many common assumptions about the traditional work-force distribution of females, there is evidence that this is changing. Over 60% of the total female employees are in Clerical jobs, but the proportion of all women who are in Clerical declined from 66% in 1972 to 61% in 1978. Since the total number of women increased during this time period, this implies that females are moving into other occupation groups and spreading more evenly throughout the work force. However, even though more females entered other occupation groups, they now comprise even more (87% in

1978 vs. 85% in 1972) of the total Navy Clerical force than they did in 1972.

- c. Female representation and changes in General Schedule occupations. Females have increased their representation as a proportion of all GS occupations except Other Professionals where they decreased slightly from 37.2% to 36.6%. A significant reason for the high proportion of females in Other Professionals is that the OPM PATCO occupation coding scheme includes nurses as professionals. The decrease in the percentage of female representation may be due to the decrease in nurses (a traditionally female dominated profession) and the increase in accountants (a traditionally male dominated profession). Female Scientists and Engineers increased from 619 in 1972 to 756 in 1978, an increase of 137 or 22%. The most significant gains of female representation were in Management and Administrative (from 20% to 26%) and Technician (from 25% to 31%) occupations groups. Female representation in Other General Schedule also increased substantially (from 1% to 7%) due almost completely to the increase in the number of Student Trainees, which are included in this occupation group. Female representation in the Clerical occupations increased from 85% to 87%. This is expected to be comparable with national trends, which show that the number of women in clerical occupations and the percent of clerical occupations held by Females is increasing. When the available labor pool supply data is developed this hypothesis can be tested.
- d. Female representation and changes in wage pay plans. The number of Department of the Navy female employees in the Craftsmen and Operatives

series declined by 1,509 (26%) in the 1972-1978 period. The decrease was from 5,759 (4.2% of all Craftsmen and Operatives) in 1972 to 4,250 (only 3.6%) in 1978. This may be due partly to Reductions in Force (RIF's) affecting females more than males in the post Vietnam drawdown. Placing women in blue collar jobs is one of the most significant challenges for the Department of the Navy for Affirmative Action in the foreseeable future. This area is slated for more intensive analysis which will cover the effects of drawdowns, veterans preference, and where and how to successfully recruit more women. Female representation in Laborers increased from 11% to 15%, much of which was due to an increase of minority females combined with a 1,624 decrease in male Laborers.

- e. <u>Black female representation</u> has increased by 1,608 (from 10,598 to 12,206) an increase of 15% over 1972. Black females were 3.6% of the total Department of the Navy civilian work force in 1972, and increased to 4.4% in 1978. Black female representation increased as a proportion of every occupation except Scientists and Engineers, where it remained steady at 0.2%.
- f. <u>Hispanic female representation</u> has increased by 228 (from 1,146 to 1,374), an increase of 20% over 1972. This was .5% of the total Department of the Navy civilian work force in 1978 compared to .4% in 1972. They increased as a proportion of all occupations except Scientists and Engineers, Other Professionals, and Craftsmen and Operatives where they remained steady. Absolute numbers of Hispanic females increased in all occupations except Craftsmen and Operatives.

- g. Other female representation has increased by 269 (from 933 to 1,202), an increase of 29% over 1972. This was .4% of the total Department of the Navy civilian work force in 1978, up from .3% in 1972.

 Other females increased as a proportion of all occupations except Scientists and Engineers and Craftsmen and Operatives, where they remained steady at .1% in each. Craftsmen and Operatives was the only occupation in which other females did not increase in absolute numbers.
- h. White females were the only female group to decrease in total number, by 638 (from 54,087 in 1976 to 53,449 in 1978) a decrease of 1%. However, because of the proportionately larger decrease in males, the white female representation as a proportion of total work force increased from 18% to 19%. Although white female representation decreased very slightly as a percentage of Other Professionals and Clerical it is still 31% and 70% respectively in 1978, much higher than white female representation in any other occupations. The decrease of 1,360 (from 2.7% to 2.0%) in white female representation in Craftsmen and Operatives is a much more serious situation.
- i. Male representation and changes. The Clerical field is the only occupation group which males do not dominate. They increased from 95.8% to 96.4% of the Craftsmen and Operatives occupations which comprise over 40% of the total Department of the Navy civilian work force. Due to gains in representation of minority males, males increased slightly as a proportion of Other Professional (from 62.8% to 63.4%). This occupation group has the second lowest male representation to Clerical, of which males comprised only 12.9% in 1978, down from 14.7% in 1972.

- j. <u>Black males</u> are still heavily concentrated in blue collar jobs, although they too are becoming better spread throughout the work force. Black male representation as a percentage of each occupation increased in every occupation group except Laborers. They declined from 50% of total Laborers to 41%, still a significantly higher representation than both their population and average civilian labor force proportions.

 Total Black male representation decreased by 2,527 (8%) from 32,924 (11.0%) in 1972 to 30,397 (10.9%) in 1978. This is a lower rate of decrease than white males' 10% decrease and lower than the average male work-force decrease of 9%, but higher than the total average work-force decrease of 6%, due to the increase in females. Black and white males are the only two groups which had a net decrease in total numbers, and the rate was less severe for black than white males.
- k. <u>Hispanic males</u> have increased from 2.3% (6,820) in 1972 to 2.5% (7,097) in 1978, an increase of 277 or 4%). They increased as a percentage of every occupation group except Other Professional, where they declined from 0.4% to 0.3% and Clerical where they remained steady at 0.4%. The largest increases were in Laborers (from 4.0% in 1972 to 5.8% in 1978) and Other General Schedule (from 3.3% to 4.1%), with the next largest increase in Craftsmen and Operatives (3.7% to 4.2%). Scientists and Engineers increased from 0.7% to 0.9%, Management and Administrative from 0.9% to 1.1% and Technicians from 1.5% to 1.7%.
- 1. Other male representation increased by 233 (5%) from 1.6% (4,871) of the total labor force in 1972 to 1.8% (5,104) in 1978. They increased as a proportion of every occupation group except Laborers, in which they

declined from 3.1% to 2.9%. Their highest representation is in Laborers, Craftsmen and Operatives and Scientists and Engineers; their lowest is in Clerical.

m. White males have decreased by 18,599, from 186,965 (63% of the total Department of the Navy civilian work force) in 1972 to 168,366 (60%) in 1978. They decreased as a proportion of every occupation except Laborers where they increased from 32% in 1972 to 36% in 1978. White males have 59% or greater representation in every occupation except Clerical and Laborers, which are generally the two lowest paid and least attractive occupation groups in a Federal work force. In 1978 white males represented only 36% of Laborers and 9% of Clerical occupations.

3. Analysis by Occupation and Grade Group

a. Scientists and Engineers

(1) The Scientist and Engineer occupation group increased by 471 from 29,338 in 1972 to 29,809 in 1978, an increase of 2%. The number in GS 9-12 increased by 1,708, while the number in all other grade groups decreased. The relative decline in grade groups 13-15 and 16-18 is probably a result of high grade controls, while the relative decline in GS 5-8 could reflect decreased hiring or better qualified entrants or both. This occupation group contains 68% of all GS 16-18's and 63% of all GS 13-15's in the Navy civilian work force. This indicates that improving female and minority representation in high grades is largely dependent on improving their representation in these occupations.

- (2) Females increased their proportional and numerical representation in all levels except 13-15, where they decreased by three persons but maintained the same proportion of total Scientists and Engineers.

 This was a decline of 3% from 1972 female numbers, less than the 6% decrease of males in this grade group during this period. The maximum proportional female representation is their 9.7% of the GS 5-8 (entry level), which is up from 5.5% in 1972 (also their highest representation in that year). This indicates improvement in the Department of the Navy's EEO status on female Scientists and Engineers, although how it compares with the labor market is still an open question. White females have accounted for most of the improvement at all levels with small amounts attributable to Black and Hispanic females at the GS 5-8 level.

 Other females lost representation in GS 5-8 over this period, but increased in GS 9-12 and 13-15.
- (3) All minority males have improved their proportional representation in all grade groups except for a drop in black males from 2.4% in 1972 to 2.2% in 1978 (although the actual number in this category increased by 4) and a drop in Hispanic males from .5% to .0% in GS 16-18. White male representation declined as a percentage at every level.

b. Other Professionals

(1) The Other Professional occupation group shows a change in configuration similar to the Scientist and Engineers, but with a much larger shift from the GS 5-8 to GS 9-12, primarily among females. The causes of this shift should be investigated as it may be due to the

reclassification of nurses. Although total female percentage representation declined slightly, their grade level distribution improved as female representation at all levels except GS 5-8 increased both in number of employees and as a proportion of the level. The decreases in the GS 5-8 level were outweighed by the increases in higher levels, which also holds for the specific White and Black female groups. Hispanic and Other Females had improved representation at the GS 5-8 as well as GS 9-12 and 13-15 levels. White females are the only group of females which have GS 16-18 representation, a 100% increase from 1 (4.8%), in 1972 to 2 (11.1%) in 1978.

(2) All male representation increased as a percentage of GS

5-8, but decreased as a percentage of all other levels. The actual
number of males inceased at GS 5-8 and GS 9-12 but decreased at GS 13-15
and GS 16-18. White males are the only group of males which have representation at the GS 16-18 level; they declined by 20% from 20 in 1972 to 16
in 1978. Black males gained both in numbers and in proportional representation at all other levels. Other males gained in numbers at all levels
except 16-18. They gained percentage representation in GS 5-8 and GS
13-15 and maintained the same proportion in GS 9-12, the level with the
most significant growth. Hispanic male representation declined as a
percentage of all levels in which they had representation in 1972.
Numerical representation decreased at GS 5-8 and GS 13-15, with an
increase only in GS 9-12.

c. Management and Administrative

- (1) The number of total Managers and Administrators increased by 2,511. The only grade group which had a decrease was GS 13-15, which declined 530 in total number, from 5,821 (20.0% in 1972 to 5,291 (16.7%) in 1978. Most of the increase was in GS 9-12, which makes up the bulk of the Management and Administrative occupations, with 22,332 (70.5%) in 1978, up from 19,419 (66.6%) in 1972.
- (2) GS 1-4 has shifted very strongly toward females, primarily black and white females, with a decline in both number and proportion of every male group. Although this is less than 100 positions (only .3% of the total Management and Administrative occupations), the causes of the shift will be investigated as it may be due to classification errors or to affirmative actions based on job restructuring. The proportion of females in GS 5-8 increased from 47.8% to 56.9%, with all ethnic groups having some increase. Female representation in GS 9-12 increased 48%, from 3,711 in 1972 to 5,493 in 1978. This increased their percentage representation at this level from 19% to 25%. All female race/ethnic groups increased in number and percentage representation at this level. Females in GS 13-15 increased by 81 from 5.6% to 7.7%, with gains by black and white females. Females increased by 2 (both white) in GS 16-18.
- (3) Hispanic males were the only male group which increased in either number or proportion of GS 5-8, from 1.0% (39) to 1.1% (43). All other males' proportions and numbers decreased. Although their proportion

declined from 81% in 1972 to 75% in 1978, GS 9-12 is still dominated by males. All non-white male groups increased their numbers and proportions at this level. All non-white males gained in numbers and proportions, although white males still dominate at 89% of all GS 13-15's. GS 16-18 males increased by 2, which consisted of 1 white male and 1 other male.

d. Technicians

- (1) Total Technicians increased from 33,303 in 1972 to 33,569 in 1979, an increase of 266 or 1%. The number and percentage of Technicians in grade levels 1-4 and 5-8 increased while the number and percentage in levels 9-12 and 13-15 decreased. Again this is in response to the high and average grade controls effective during this period.
- (2) Females gained numbers and proportions in all grade levels except GS 13-15 (the highest levels of Technicians, the numbers of which are declining due to grade controls on GS 13-15's). Females increased as a proportion of even GS 13-15 (although the number remained steady at one) because the number of males decreased. Again, as the grade level increases, the proportion of females decreases; this holds true across all ethnic groups of females. Females of all race/ethnic groups either increased or remained steady as a proportion of each level, except Black females in level 1-4 which decreased from 19% to 17%. Females of every ethnic group increased in absolute number at these 3 levels.

- (3) All non-white males increased in number and as a proportion of each grade level, except for a decrease of 4 Hispanic males in GS 5-8, a decline from 1.5% to 1.4% of all GS 5-8 Technicians.
- (4) Further study of the occupational stratification of the Technician occupations may be needed because of the differences between engineering and science technicians and other technicians.

e. Clerical

- (1) The Clerical occupation group is dominated by females. However, the positive relationship between higher proportions of males and higher grade levels still holds. The total number of Clerical employees decreased from 51,708 in 1972 to 47,922 in 1978, a drop of 3,786 or 7%. Clerical has the bulk (about 80% in 1978) of all GS 1-4 positions. However, there was a decrease in the proportion and number of grades 1-4 Clericals, and an increase in the number and proportion in grades 5-8.
- (2) Females increased as a proportion of all grade levels, but increased in number only at the 5-8 levels. Although total number decreased in some levels, all non-white females increased as a proportion of every grade level.
- (3) White males decreased in number and as proportions of all grade levels. Other males increased in numbers and proportions at every level. Hispanic males decreased by 1 in GS 9-12 but increased in

proportions from .6% to .4, and increased by 9 in GS 5-8. Black males decreased by 135 in GS 1-4 remaining at the same 3.3% porportion, increased by 10 in 5-8 dropping from 3.0% to 2.9%, and dropped 1, from 17 to 16 in 9-12 increasing as a proportion of the level from 5.1% to 6.5%.

f. Other General Schedule

(1) The Other General Schedule contains two rather disparate groups, Student Trainees and Guards/Fire Fighters. The gains by females and non-white males in levels 1-4 and 5-8 reflect primarily the large increase in the number of Student Trainees and the decrease in the Guards/Fire Fighters.

g. Craftsmen and Operatives

- (1) The Craftsmen and Operatives is the largest occupation group in the Department of the Navy civilian work force. There are two main streams within this group, Skilled (Apprentices, Journeymen, Leaderand Supervisors) and Semi-skilled (Semi-skilled, Leaders and Supervisors). Apprentices and Journeymen have increased as a proportion of total Craftsmen and Operatives (although every level except Apprentice decreased in number) while Semi-skilled, Leaders and Supervisors declined in proportions as well as numbers.
- (2) Females have very low representation in these jobs, with their highest 1978 representation at 9.1% (3,227) in Semi-skilled (the least attractive in terms of both pay level and career path), and next

highest at 7.1% (416) of Apprentices, which is the entry level for the Journeyman jobs. Female representation in semi-skilled dropped from 11.7% in 1972 to 9.1% in 1978, mostly due to a decrease in white females from 7.6% to 4.6%. Female apprentices increased by 371, from 45 to 416, showing increased commitment to preparing women for these jobs.

(3) Non-white male representation increased as a proportion of Journeymen, Leaders and Supervisors for every group except Other male Journeymen which, declined from 2.7% in 1972 to 2.6% in 1978. Every male group declined as a proportion of Apprentices because of the increase in females; however white males gained in actual number while all nonwhite males declined in number. Every group of males except black males, which dropped from 32.2% to 31.5%, increased as a proportion of Semi-skilled. There was a marked relative increase in the proportions (although not necessarily in numbers) of black males and Hispanic males in the Journeymen, Leader and Supervisor levels. For black males the changes were from 8,315 (12.5%) Journeymen in 1972 to 8,299 (14.0%) in 1978, from 753 (6.8%) Leaders in 1972 to 805 (10.0%) in 1978, and 857 (8.2%) Supervisors in 1972 to 1,219 or 12.8% in 1978. For Hispanic males the change was from 2,525 (3.8%) Journeymen in 1972 to 2,448 (4.1%) in 1978, from 309 (2.8%) Leaders in 1972 to 307 (3.8%) in 1978, and from 192 (1.8%) Supervisors in 1972 to 279 (2.9%) in 1978. This can be compared with the considerable numerical and porportionate decline of white males from 53,577 (80.4%) Journeymen in 1972 to 46,524 (78.5%) in 1978, from 9,643 (87.3%) Leaders in 1972 to 6,690 (83.1%) Leaders in 1978, and 9,214 (88.5%) Supervisors in 1972 to 7,847 (82.4%) in 1978.

h. Laborers

- (1) In the Laborers occupation group, the proportion of Leaders and Supervisors (combined) has increased from 5.4% to 7.9%, which reflects relatively less decrease in these levels than in the Semi-skilled, since there was a decrease in total numbers at all levels.
- (2) Females increased both as proportions and numbers of Semiskilled and Leaders/Supervisors. Proportions of all female groups increased at both levels, except that there is no Hispanic female representation at the Leader/Supervisor level. The greatest gains were made by black females, which increased from 8.6% to 10.5% in Semi-skilled and from 5.9% to 9.4% in Leader/Supervisor.
- (3) Males continue to dominate the Laborers occupation group. Black male representation in Laborers is its highest proportion of any occupation, at 49.4% in 1972 down to 39.6% in 1978 in Semi-skilled and 53.4% in 1972 up to 58.0% in 1978 in Supervisors/Leaders. Total number of black males decreased at both levels. Hispanic males increased from 4.1% to 5.9% in 1972 and 2.0% to 3.3% in Supervisor/Leaders and increased in numbers as well as proportions. Other male representation decreased in proportion and number of Semi-skilled from 3.1% to 2.8% but increased by 2, from 2.8% to 4.3% of Leaders/Supervisors.

D. ANALYSIS OF POPULATION FLOWS

1. <u>Introduction</u>. In addition to analyzing changes in representation between two points in time, it is important to consider how the changes came about, where people moved to, and came from, in terms of occupation and grade groups. Tables 4 and 5 provide the data on which this analysis is based for the September 1972 - September 1978 period.

2. Analysis of Flows Between Occupations.

- a. Scientists and Engineers and Other Professionals.
- (1) Due primarily to the professional education requirements, neither Scientist and Engineer nor Other Professional appear to be attractive target areas for Department of the Navy-wide internal recruitment efforts. In 1978, these two groups were 76% of GS 16-18 positions, 69% of GS 13-15 positions and 33% of GS 9-12 positions. Thus although they constitute only 22% of the total GS population, improvement of Department of the Navy high- and super-grade minority and female representation is largely dependent on these occupations. External recruiting directly into these occupation groups appears to be the only viable path to accomplish this.
- (2) Most of the personnel who entered the Scientists and Engineers occupations came from outside the Department of the Navy civilian work force. 29% of those on board at 30 September 1978 entered from the external labor force. Of the less than 2% which came from internal

sources, 138 (0.5%) were from the Other General Schedule category, which includes Student Trainees, and is thus expected to be a major internal supply line. The second largest supply of internal entrants were 214 (0.7%) from Technicians, a circumstance that should be investigated for further internal recruitment possibilities. Since Scientists and Engineer occupations have college degree and certification requirements, the Navy may not be able to provide basic educational requirements for this transition; however, employees should be aware of the opportunities for advancement within the Department of the Navy if they attain the requisite education on their own. Also, although individuals meeting professional occupation requirements tend to be better prepared for their own career planning than the general population, EEO specialists, personnelists and managers should be open to finding individuals who are already on board in other occupations and who are qualified to enter these occupations. Management and Administrative is another avenue which needs to be further investigated since this occupation, along with Technicians, had substantial increases in female and non-white male representation between 1972 and 1978.

(3) The Scientists and Engineering occupation had the lowest rate of exits from the Department of the Navy civilian work force and the lowest rate of internal transfers from other occupations, even after considering that it gets the bulk of the transfers from Student Trainee. This, combined with consideration of the firm education requirements for entry, leads to the conclusion that external recruitment will still be the major route for Affirmative Action in this area. The high retention rate also means that this area may be expected to have one of the slower

rates of change, because of lower opportunity for a changing mix via new entrants. Besides ensuring that a broad recruitment base is used, ongoing action in this area consists primarily of the Student Co-op Program.

- (4) Of the 29,401 Scientists and Engineers on board as of 30 September 1972, 20,590 (70.0%) remained in the occupation at 30 September 1978, 1.4% transited to Management and Administrative and 33 (0.1%) transited to Technicians (transitions to all other occupations were even smaller). Only 8,351 (28.4%) left the Department of the Navy civilian work force, by far the lowest exit rate of any occupation. (The second lowest exit rate was 39.9% of Management and Administrative.) Estimating a 35 year "work life" and assuming equal distribution across all age groups, 17% would be the expected exit rate due to retirements alone (6 years/35 years) over a 6-year period. The "residual" exit rate of 11% (over 6 years) is very low compared to other occupations (although how it compares to the labor-force or was affected by the labor market for this occupation group is not known). A more precise projection of retirements could be made using the expected retirements subsystem of the Computer-Assisted Manpower Analyses System (CAMAS). Prior to the availability of such data, the occupational age distributions by race and sex will shed some light on the retirement issue.
- (5) Other Professionals were 1.3% (3,864) of the Department of the Navy civilian work force on 30 September 1972, compared to 1.5% (4,325) of the 30 September 1978 work force, an increase of 11.9%. Of those on board in 1972, 46.8% (1,808) were still in Other Professional

in 1978, which provided 41.8% of the 1978 Other Professionals. The largest source of entries was the external work force, which provided 52.5% (2,271) of the 1978 force. Management and Administrative provided the next largest source, 2.2% (92) of the 1978 population, Technicians 2.0% (86), Clerical 9% (39), Scientists and Engineers 3% (14) and Craftsmen and Operatives 3% (12). The relatively small size of this group, combined with the professional education and/or licensing requirements, makes it an unlikely place for major internal recruitment efforts.

(6) There is as little transfer out of the Other Professional to other occupations as there is into it. The largest transfer out is 4.0% (155) of those in Other Professional at September 1972 to Management and Administrative. Technician had 9% (14) transfers and Scientist and Engineers had 0.2% (9). Of those on board at September 1972, 48.5% (1,875) left the Department of the Navy Civilian work force by September 1978.

b. Management and Administrative

(1) Management and Administrative appears to be an excellent target occupation for internal recruitment. It is the only occupation other than Scientists and Engineers and Other Professionals which has representation at GS 16-18 level. With 54 GS 16-18's, it has 24% of the total GS 16-18 population. It also has 32% of the GS 13-15 level and 38% of the GS 9-12 level although it is only 20% of the total GS population. There are a substantial number and proportion of entries from other occupations, most from occupations which have higher than average

representation of females and/or non-white males. The transition to Management and Administrative also generally represents an improvement in status and/or opportunity for employees from Technician, Clerical and Craftsmen and Operatives occupations, which provided the majority of internal entrants between 1972 and 1978.

- (2) Of the 1972 on board, 50% (14,502) were still in the Management and Administrative occupation in 1978. 46% (13,602) had left the Navy civilian work force. Of the 4% which went to other occupations within the Department of the Navy, the largest transition was 2% (588) to Technicians, second 0.7% (220) to Craftsmen and Operatives, 0.5% (133) to Clerical. All of these are likely to be reductions in status and/or opportunity, and perhaps have resulted primarily from RIF actions or position reclassifications. This should be investigated further. 0 .4% (115) went to Scientist and Engineer and 0.3% (92) went to Other Professional.
- (3) Of the 1978 on-board 46% (14,502) remained from 1972, 26% (8,102) were internal transfers from other occupations, and 29% (9,075) were entries from the external labor force. This is the first occupation group where a substantial number of entries were internally recruited. The largest number of entries was from Technicians, which provided 10% (3,101) of the total 1978 on board population of Management and Administrative. The second largest pool was from Clerical, 9% (2,697) followed by Craftsmen and Operatives, 5% (1,677). These moves are likely to be improvements in status and/or opportunity for the incoming employees. Thus, this appears to be an existing available internal recruitment path

for affirmative action, especially as the "supplying occupations" tend to have higher than average female and/or non-white male representation. Two percent (61) came from Other General Schedule, most likely from Student Trainees, 1.3% (402) and 0.5% (155) came from Scientist and Engineer and Other Professional codes. The Management and Administrative occupation group and the occupation groups which supply it will be an important focus for futher internal recruitment analysis.

c. Technicians

- area for internal recruitment for affirmative action. Although the numbers are still small, it supplied among the largest amounts of transfer into the Scientist and Engineer and Other Professional occupations.

 More importantly, it supplied the single largest pool of transfers to Management and Administrative occupation. It is an attractive occupation for recruiting into as a destination occupation, as well as a path to other occupations. Technician had 28% of the GS 9-12 and 2% of the GS 13-15 level Department of the Navy civilian GS jobs and constituted 12% of the total Department of the Navy civilian work force in 1978. Internal recruiting into the Technician codes is strong with 4,263 (13%) coming from Clerical and 3,324 (10%) coming from Craftsmen and Operatives.
- (2) Of those on board in 1972, 15,473 (463% were still Technicians in 1978, 13,340 (40%) had left the work force, and 4,622 (14%) had transferred to other occupation groups. By far the largest transition was 3,101 (9.3%) to Management and Administrative, followed by 722

- (2.2%) to Craftsmen and Operatives, 475 (1.4%) to Clerical, 214 (0.6%) to Scientist and Engineers and 86 (0.3%) to Other Professional. All these moves are likely to be positive except for those to Clerical and (possibly) Craftsmen and Operatives, which will require further investigation.
- (3) Of the 1978 on board, 46% remained from 1972, 25% were internal transfers from other occupations, and 29% were entries from the external labor force. The largest pool of internal transfers was from Clerical, which provided 13% of the 1978 on board, followed by Craftsmen and Operatives which provided 10%. The move from Clerical is very likely to be positive; that from Craftsmen and Operatives requires further investigation as it may be partly due to reclassification of positions.

d. Clerical

(1) Clerical is the lowest graded of all GS occupations and is therefore not an attractive recipient occupation for internal recruitment, except possibly from the least skilled of the non-GS occupations. It is, however, an excellent source occupation for recruiting women from, as it has the highest female representation of any occupation and comprises 17% of the total Department of the Navy civilian work force. In the 1972-1978 period, it provided 2,697 transfers to Management and Administrative, 4,263 to Technician, and 820 to Craftsman and Operative, all of which are positive steps in terms of career progression. Although the smallest of the three, the transition to Craftsmen and Operatives is

of significant potential because of the high female representation in Clerical and the significant lack of females in Craftsmen and Operative positions. Clericals were to 17% of the 1978 work force, a substantial proportion of the population. Of those on board in 1972, 35% (18,362) were still in the Clerical occupation group in 1978, 49% (25,648) had left the Department of the Navy civilian work force, and 15% (7,877) had transferred to other occupations.

(2) Because of Clerical's generally low status, the 1978 on board was derived only 38% (18,362) from retentions in occupation, 2% (1,037) from internal transfers, and 60% (28,524) from the external labor force. The transfers are probably reductions in status and/or opportunity, except possibly for those from Laborers.

e. Other General Schedule

- (1) Other General Schedule consists of two distinct and very different groups: (1) Guards and Fire Protection and (2) Student Trainees. These two populations need to be separated, which they were not in this data. Other GS increased from 2.5% (7,611) of the work force in 1972 to 3.1% (8,708) in 1978. (Other data indicates that this was due primarily to an increase in Student Trainees).
- (2) Of the 7,611 on board in 1972, 40.4% (3,076) were still on board in 1978, 52.1% (3,964) had left the Department of the Navy, and 7.5% (571) had transferred to other occupations. Craftsmen and Operatives had 3.5% (266) transferred (probably Guards and Fire). Most of the

other transfers were probably Student Trainees Scientist and Engineer 1.8% (138), Management and Administrative 0.8% (61), Technician 0.7% (50). The transfers to Clerical 0.5% (42) could be either.

(3) Of the 8,708 on board in 1978, 35.3% (3,076) were on board in 1972, other occupations 2.7% (232), and entered from the external population (62% (5,400). Internal transfers, almost all of which would be expected to be into Guard and Fire, were from Craftsmen and Operatives 1.7% (146), Clerical 0.3% (30), Laborers 0.3% (26), and Technicians 0.2% (18).

g. Craftsmen and Operatives

(1) Craftsmen and Operatives is the area where the most affirmative action is needed for females. Total female representation is only 4.0% in 1978, down from 4.5% in 1972. Female representation is highest in less skilled jobs. However, only 3,603 employees were recruited internally, and only 820 came from Clerical where most of the Navy females reside. There were 46,975 entries from the external labor force, a significant number of opportunities. Further analysis to determine of what proportion had prior training or experience is needed, in order to determine when and if internal recruitment could be used instead of external recruitment. Craftsmen and Operatives comprised 42% (118,140) of the Navy civilian workforce in 1978, down by 18,834 from 46% (137,074) of the 1972 work force. This change reflects a draw down of 16% of the 1972 force, a fairly drastic reduction.

- (2) Of the 1972 on-board, 49% (67,662) remained in the occupation in 1978, 46% (63,574) left the Department of the Navy, and 4.2% (5,838) transferred to other occupations. The largest group of transitions was 2.4% (3,324) to Technician, followed by Management and Administrative 1.2% (1,677). Lower levels of transfer occured with Laborers 0.2% (312), Clerical 0.2% (301), Other GS 0.1% (146) and Scientist and Engineers and Other Professional 0.1% (78).
- (3) Of the 1978 on board, 57% (67,662) remained from 1972, 3.1% (3,603) were internal transfers from other occupations, and 40% (46,975) came from the external labor force. 1,568 (1.4%) came from Laborers, 820 (0.7%) from Clerical, 722 (0.6%) from Technicians, 266 (0.2%) from Other GS an 220 (0.2%) from Management and Administrative. From discussions with position classifiers, it is estimated that about 400 of the "transfers" from Technician to Craftsmen and Operative can be accounted for by reclassification of positions from GS to WG pay scales without a change of duties. The only movement which is definitely positive is from Laborers, although those from Clerical and Other GS may also be. Movements from Clerical are particularly important because of the high female representation.

h. <u>Laborers</u>

(1) Laborers comprised only 1.8% (4,949) of the 1978 work force, down by 25.3% (1,679) from 2.2% (6,628) of the 1972 work force. However it tends to have high proportions of minority and female representation. Laborers are the lowest level non-GS job code. Of the 1972 on

board, 22% (1,476) were still in Laborers in 1978, 26.3% (1,743) had transferred to other occupations, and 51% (3,409) had left the Department of the Navy. This is the highest exit rate and lowest retention rate of any occupation group except Other GS, which includes Student Trainees. Most of the transitions were to Craftsmen and Operatives with 24% (1,568) of the 1972 Laborers transferring. This move is an affirmative improvement in status and/or career opportunities. Transfers to other occupations were limited.

(2) Of the 1978 on board, 30% (1,476) remained from 1972, 7% (354) transferred in from other occupations, and 63% (3,119) entered from the external labor force. Of the internal transfers, 6.3% (312) came from Craftsmen and Operatives, 0.4% (19) from Clerical, 0.2% (12) from Other GS, 0.1% (6) from Technician and 0.1% (5) from Management. All of these are likely to be reductions in opportunity.

2. Analysis of Flows by Grade Grouping

- a. Overall Scientist and Engineers, Other Professional, Management and Administrative, and Other GS all had their highest exit rates from the highest grade group within the occupation, whereas Technicians and Clerical had their highest exit rates from the lowest grade groups.
- b. Most of the movements, as expected, were to higher grade groups within the same occupation. Generally, as grade group increases within an occupation the probability of being promoted decreases, i.e., the higher you get the harder it is to get another grade increase. Thus

movements from one grade group to the next within occupation are consist ently lowest in the step from the second highest to the highest grade group within the occupation. These are all less than 1.0% except 3.7% for the transition in Other GS from GS 5-8 to GS 9-12. In all except Administrative, which has a very small population in the lowest group, movements from the lowest grade group in each occupation to the second lowest grade group in that occupation are highest promotion rates and the largest transition rate from grade group GS 5-8 to grade group GS 9-12. This is an indication that Administrative should be entered at GS 5 or above for a high probability of progression beyond GS-8.

- d. Entries from outside the Department of the Navy civilian work force are consistently highest in the lowest grade group in each occupation. As grade increases, the percentage of the ending population which comes from outside decreases, except for grade group GS 16-18. Scientists and Engineers and Management and Administrative, where the entry rate is from outside Navy is slightly higher than in GS 13-15.
- e. Rates of retention vary widely between occupations. Only in occupation Scientist and Engineers is there incidence of more than 50% of the 1972 incumbents remaining in the same occupation and grade group in 1978. This is true at both the GS 9-12 and GS 13-15 levels. Within each occupation, retention rates withinin grade groups are typically highest in whatever grade group is the mid range (journyman level) for that occupation.

f. Entries into Administrative from Scientist and Engineer and Other Professional occur mostly in the GS 9-12 and GS 13-15 grade groups, while entries from Clerical, Technician and Blue Collar occur in the GS 5-8 and GS 9-12 grade groups. Entries into Technician from Clerical are in GS 1-4, 5-8, and 9-12 (mostly 5-8) grade groups and entries from Blue Collar are in GS 5-8 and GS 9-12, with most entering Administrative GS 9-12 from Clerical and Other Journeymen.

E. RECOMMENDATIONS

1. Approach

The following approach was used in developing these recommendations:

- Determine Federal Equal Opportunity Recruitment Program (FEORP) internal recruitment priorities.
 - a. Which areas (i.e., area is defined by race, sex, occupation, and grade) need most improvement, based on comparisons to average national civilian labor force (NCLF) statistics. NCLF statistics are from Reference (4), Appendix B.
 - b. Of those areas identified in step la, which are most likely to be significantly improved through use of interal recruitmnt strategies.
- 2. Select the top priority areas identified in step 1. and develop appropriate policies and programs for internal recruitment that can be applied Navy-wide.

The Analysis section of this document provides the primary support for step 1. Our recommendations are the results of initial efforts to complete step 2. These recommendations should be regarded as minimum steps necessary to begin to address FEORP requirements, and each major claimant and activity must additionally identify its individual problem areas and develop programs to address them.

2. Summary of Analysis Results

Generally Clerical and Laborer occupations are not attractive occupations to move into from anywhere else in the organizations' occupation structure. However, they tend to have high minority and/or female

representation. For these reasons they will be considered primarily as supply occupations for internal recruitment.

Scientists and Engineer is an attractive occupation group with very low minority and female representation and high barriers to entry in the form of education requirements. Other Professional occupations have similar entry requirements but tend to have higher minority and female representation than does Scientists and Engineers. Because of the entry requirements, internal recruitment into these occupations from other occupations is not considered likely to yield significant positive results. Because these occupations are important both in terms of size and high grade representation, this indicates that they should be primary targets for external recruitment. Internal recruitment (i.e., from lower to higher grades) within these occupations is the dominant strategy, and it must therefore be ascertained that minorities and females are receiving equal treatment in this respect.

This leaves three major areas to be examined for viability of internal recruiting into: Technicians, Management and Administrative, and Craftsmen and Operatives. These three together comprised 65% of the Navy civilian work force in 1978.

Both Technician and Management occupations have made gains in minority and female representation between 1972 and 1978, and drew a substantial proportion of their entries from internal sources. Many of these entry positions do not have formal education requirements if the applicant is already a civil service employee. There are also occupation series in

existence that span a wide range of grades, thus facilitating advancement without the need to change occupation series. Although it appears from our analysis that internal recruitment is already being used in these areas, a Navy-wide policy and program is recommended to ensure that all activities know and take advantage of the opportunities. An evaluation system, including tracking of both numerical representation and program implementation, must be developed and implemented.

Craftsmen and Operative occupations are very attractive, being comparable in pay to Technician and Management occupations. They are male dominated, with representation of all minority (as well as white) males in excess of the minority male CLF proportions. Movement of females into this area may well be the largest equal employment opportunity - and challenge - the Navy faces for its civilian employees today. This situation appears to have resulted from a combination of factors: (1) widespread beliefs about females' lack of capability and/or desire to do these jobs, (2) females' lack of knowledge about the opportunities and requirements of these jobs, and (3) females' lack of access to training for these jobs. Additionally, union influence in these occupations may impose entry barriers seldom found in General Schedule occupations, and Veterans Preference may impact these occupations to a different degree than it does General Schedule occupations. This latter possibility remains an outstanding question for further research.

The Navy must first determine what Craftsmen and Operative jobs females are currently physically capable of doing if they have the required training and whether other jobs can be restructured if necessary.

What skills are required to perform Craftsman and Operative jobs and how they are usually acquired (apprentice programs, semi-skilled work, technical schools, etc.) must be determined, and those which require little or no previous training must be identified. Entry level vacancies for any jobs in these areas can then be required to be announced internally in areas with large female populations.

In order to change erroneous beliefs about females' ability to perform Craftsmen and Operative jobs, an internal education campaign, for both managers and the target recruitment groups, should also be undertaken. A pamphlet on "Women in Wage Pay Plans" describing the opportunities for entry and advancement, pay scales, job requirements and experiences of women holding those jobs should be developed and disseminated. (This could be an external as well as internal recruitment tool.) Counseling could be provided on-site at larger activities, and perhaps on a regional basis for smaller activities. A central information source should be listed in the pamphlet, and a person on the Chief of Naval Operations EEO staff should be delegated responsibility for handling information requests and coordinating program development.

Finally an evaluation and monitoring system must be developed to determine whether information is being disseminated, where vacancies are announced, how many females are applying for vacancies, whether females recruited internally are competing successfully for selection, what are the actual numbers of women entering Craftsmen and Operative positions, and where they go after entry. Corrective action should of course be taken where problems surface.

3. Recommended Navy-wide Policies and Programs

- a. Central clearing house for activity generated ideas as well as centrally developed items.
- b. Require issuance of vacancy announcements internally as well as externally, with monitoring systems for both announcements and applications.
- c. Require "minimum area of consideration" for distribution of vacancy announcements for selected grades and series.
- d. Job study and education campaign on "Women in Wage Plans: Myth and Reality."
- e. Develop a monitoring system to ascertain that females and minorities within each occupation and grade are receiving at least equal treatment to white males, in terms of promotion, training, etc.

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DEPARTMENT OF THE NAVY
EED PROPORTIONAL DISTRIBUTION REPORT

PROCESS DATE 08/31/19

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TABLE 3 (CONT,)

DEPARTMENT OF THE MANY EEG PROPORTIONAL DISTRIBUTION REPORT

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PROCESS DATE 08/31/79

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TABLE 3 (CONT.)

DEPARTMENT OF THE MANY EEO PROPORTIONAL REPORT

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TABLE 4-A
September 1972 through September 1978
Transition Matrix by 1 Digit DONOL Code
Number of Personnel

	On Board Sept '72	S&E 2	0P 3	M&A 4	TECH 5	CLER 6	0GS 7	C&0 8	LAB 9	# Exit
2 S&E	29,401	20,590	14	402	33	1	4	6	Ø	8,351
3 OP	3,865	9	1,808	155	14	3	Ø	1	Ø	1,875
4 M&A	29,263	115	92	14,502	588	133	8	220	5	13,600
5 TECH	33,435	214	86	3,101	15,473	475	18	722	6	13,340
6 CLER	51,887	9	39	2,697	4,263	18,362	30	820	19	25,648
7 OGS	7,611	138	2	61	50	42	3,076	266	12	3,964
8 C&O	137,074	66	12	×1,677	^X 3,324	301	146	[×] 67,662	312	63,574
9 LAB	6,628	Ø	1	9	57	82	26	1,568	1,476	3,409
TOTAL	299,164	21,141	2,054	×22,604	×23,802	19,399	3,308	×71,265	1,830	133,761
'72-'78 Entries	113,800	8,669	2,271	9,075	9,767	28,524	5,400	46,975	3,119	
On Bd '79	279,203	29,810	4,325	31,679	33,569	47,923	8,708	×118,240	4,949	

x = Numbers from computer printout corrected for rounding errors in this table.

Interpretaion: e.g., of the 29,402 Scientists and Engineers in the Navy civilian work force at 9/30/72, 20,590 were in that same occupation in the Navy at 9/30/78. 8,351 had left the Navy civilian work force, 402 went to Management and Administrative, 33 went to Technicians, etc.

TABLE 4-B September 1972 through September 1978 Transition Matrix by 1 Digit DONOL Code Percent of 1972 On Board

	On Board Sep '72	S&E 2	0P 3	M&A 4	TECH 5	CLER 6	0GS 7	C&0 8	LAB 9	% Exit
2 S&E	29,401	70.0	*	1.4	. 1	*	*	*	Ø	28.4
3 OP	3,865	. 2	46.8	4.0	. 4	Ø	Ø	Ø	Ø	48.5
M&A	29,263	. 4	. 3	49.6	2.0	. 5	*	.7	*	46.5
TECH	33,435	. 6	. 3	9.3	46.3	1.4	Ø	2.2	Ø	39.9
5 CLER	51,887	*	.1	5.2	8.2	35.4	.1	1.6	*	49.4
7 OGS	7,611	1.8	*	.8	.7	. 5	40.4	3.5	. 2	52.1
3 C&O	137,074	.1	*	1.2	2.4	. 2	.1	49.4	. 2	46.4
9 LAB	6,628	ø	*	.1	. 9	1.2	. 4	23.7	22.3	51.4
TOTAL	299,164	7.1	.7	7.5	8.0	6.5	1.1	23.8	.6	44.7

^{* =} Percentage not zero but less than .05%.

Interpretation: e.g., 70.0% of thoe in Scientists and Engineers at 9/30/72 were in that same occupation in the Navy at 9/30/79. 28.4% had left the Navy civilian work force, 1.4% went to Management and Administrative and .1% went to Technicians.

TABLE 4-C September 1972 through September 1978 Transition Matrix by 1 Digit DONOL Code Percent of 1978 On Board

	S&E 2	0P 3	M&A 4	TECH 5	CLER 6	0GS	C&0 8	LAB 9	
2 S&E	69.1	. 3	1.3	.1	*	.]	*	Ø	
3 OP	*	41.8	. 5	*	*	Q	*	Ø	
4 M&A	. 4	2.2	45.8	1.8	. 3	. 1	. 2	. 1	
5 TECH	. 7	2.0	9.8	46.1	1.0	. 2	. 6	. 1	
6 CLER	*	. 9	8.5	12.7	38.3	. 3	.7	. 4	
7 OGS	. 5	*	. 2	.1	. 1	35.3	. 2	. 3	
8 C&O	. 2	. 3	5.3	9.9	. 6	1.7	57.2	6.3	
9 LAB	Ø	*	Ø	. 2	. 2	. 3	1.4	29.8	
% '78 Internal	70.9	47.5	71.4	70.9	40.5	38.0	60.3	37.0	
% '78 External	29.1	52.5	28.6	29.1	59.5	62.0	39.7	63.0	
# On-board 9/30/78	29,810	4,325	31,679	33,569	47,923	8,708	118,240	4,949	

 $[\]star$ = Percentage not zero but less than .05%.

Interpretation: e.g., Of the 29,810 Scientists and Engineers on board at 9/30/78, 69.1% were on board in Scientist and Engineer at 9/30/72, 29.1% had not been in the Navy civilian work force at 9/30/72, 1.3% were in Management and Administrative at 9/30/72, etc.

DETARTMENT OF THE NAVY OFFICE OF CIVILIAN FERSONNEL PRINTED 03 JUL 19

PELATIVE FREQUENCY OF MOVEMENT INTER STATE OF DIRECT MINE U.S. CITIZENS

TABLE 5

PAGE NO 3

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RELATIVE FREQUENCY OF MOVEMENT INTER-STATE OF DIRECT HIRE U.S. CITIZENS

DEPARTMENT OF THE NAVY OFFICE OF CIVILIAN PERSONNEL

TABLE 5 (CONT'D)

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TOTAL AT SEP 72 15 289.123

PAGE NO 2 OFFICE OF THE NAVY
OFFICE OF CIVILIAN PERSONNEL
RELATIVE FREQUENCY OF MOVEMENT INTER-STATE
OF DIRECT HIRE U.S. CITIZENS
FROM SEP 72 TO SEP 78
ALL-NAVY (EKCEPT PUERTO RICO. GLAM. MAMAII) TRANSITIONS TABLE 5 (CONT'D) OFFIGE OF CIVILIAN PERSONNEL
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OF ORACT HITM U.S. CITIZENS
FROM SEP 72 TO SEP 78
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DEPARTMENT OF THE MAVY OFFICE OF CIVILIAN PERSONNEL

RELATIVE FREQUENCY OF MOVEMENT INTER-STATE OF DIRECT MIRE U.S. CITIZENS DFOARTMENT OF THE NAVY OFFICE OF CIVILIAN PERSONNEL TABLE 5 (CONT'D)

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DEPARTMENT OF THE NAVY OFFICE OF CIVILIAN PERSONNEL

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DEPARTMENT OF THE MANY OFFICE OF CIVILIAN PERSONNEL	RELATIVE FREQUENCY OF MOVEMENT INVER-STATE OF DIRECT MIRE U.S. CITIZENS
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DEPARTMENT OF THE NAVY OFFICE OF CIVILIAN PERSONNEL	RELATIVE FREQUENCY OF MOVEMENT INTER-STATE OF DIRECT MIRE U.S. CITIZENS
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PAGE NO 2

PREQUENCY OF MOVEMENT INTER-STATE OF DIRECT HIRE U.S. CITIZENS FROM SEP 72 TO SEP 78

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TABLE 5 (CONT'D)	
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FROM SEP 72 TO SEP 78

PAGE NO 2

RELATIVE PREQUENCY OF MOVEMENT INTER-STATE OF DIRECT HIRE U.S. CITIZENS

FROM SEP 72 TO SEP 78

DFPANIMENT OF THE NAVY OFFICE OF CIVILIAN PERSONNEL

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PAGE 110 DEPARTMENT OF THE MANY OFFICE OF CIVILIAN PERSONNEL RELATIVE PREQUENCY OF DIRECT LINE WEST. TABLE 5 (CONT'D) RELATIVE FREQUENCY OF MOVEMENT INTER-STATE OF DIRECT HIRE U.S. CITIZENS

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DEPARTMENT OF THE MANY OFFICE OF CIVILIAN PERSONNEL

DEPARTMENT OF THE NAVY OFFICE OF CIVILIAN PERSONNEL

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DEPARTMENT OF THE MAYY OFFILE OF CIVILIAN PERSONNEL

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TABLE 5 (CONT'D)

DEPARTMENT OF THE NAVY OFFICE OF CIVILIAN PERSONNEL

PAGE NO 2

RELATIVE FREQUENCY OF MOVEMENT INTER-STATE OF DIRECT HIRE U.S. CITIZENS

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DEPARTMENT OF THE MAUV OFFILE OF CIVILIAM PERSONNEL	RELATIVE FREGUENCY OF MOVEMENT INTER-STATE
Andrew C. Andrews	(O INON) C STONE
DEPARTMENT OF THE MANY OFFICE OF CIVILIAM PERSONNEL	RELATIVE PREQUENCY OF MOVEMENT INTER-STATE

PAGE NO 3

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FROM SEP 72 TO SEP 78
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8	NO AT SEP 78		~	~		•	•	•	-	•	-		•	•	3	Ž	•	20 3 1 27	

DEPARTMENT OF THE NAVY OFFICE OF CIVILIAN PERSONNEL

TABLE 5 (CONT'D)

DEPARTMENT OF THE MAVY OFFICE OF CIVILIAN PERSONNEL

		t S		¥	LATIVE	RELATIVE PREQUENCY OF MOVEMENT INTER-STATE OF DIRECT HIRE U.S. CITIZENS	CY OF B	OVEMENT E U.S.	CITIZEN	STATE							Ē	ELATIVE	OF DIR	Y OF MO	C.S. C!	MELATIVE FREQUENCY OF WOVEMENT INTER-STATE OF DIRECT HIRE U.S. CITIZENS	<u></u>				
						F	FROM SEP 72 10 SEP 78	2 10 SE	92 4										780	FROM SEP 72 TO SEP 78	10 56	78					
			•	IL LEMANY	(EXCE	ALISMAVY (EXCEPT PUERTO RICO, GUAM. HAWAII!) TRANSITIONS	'O #1CO.	CUAR	HAWAI 1	TRANSI	SNOI						ALLEMAY	V (EXCEP	T PUERT	. R1CO.	MAN. E	ALLEMANY (EXCEPT PUERTO RICO, GUAM, HAMAII! TRANSITIONS	ANS17100	1 2			
SEX BENDRITY		BIRTHDATE	3	SERV COMP DATE	DATE	NC ND	PROG	PROG EL P	AY PLAN	APPR (PAY PLAN APPR CD SNOL TPE OCC GRP All All All All	7 3 4 7 7	C GRP	•	BINTHDATE		SERV COMP DATE		AL AL	PROG	£ .	PROG EL PAY PLAN APPR CD SNOLTPE OCC GRP ALL ALL ALL ALL ALL	9 4 4 C	SMDL TPI	9 330 3	1	GRADE /LEV ALL
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POPULATION GAINS	OR GAINS	-	•	~		\$	-			: : : :	•				•				•						•	•	
2	NO AT SEP 78	-	2	•	ě		-	•	-		•							:	. :	;		•					

DEPARTMENT OF THE NAVY OFFIC. OF CIVILIAN PERSONNEL	
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\$ \$	
PRINTED 25 JUN 79	

DEPARTMENT OF THE MAYY OFFICE OF CIVILIAN PERSONNEL RELATIVE FREQUENCY OF MOVEMENT STATES. TABLE 5 (CONT'D)

	PRINTED 25 JUL 73	2	2				,	מנוני מו רוו		LILEN PERSONNEL	N SCIENT					TABL	TABLE 5 (CONT'D)	MT'D)			-	OFFICE C	Z CIVI	LIAN PEL	OFFICE OF CIVILIAN PERSONNEL					!	
						RELATI	و ه چ	RELATIVE FREQUENCY OF MOVEMENT INTER-STATE OF DIRECT HIME U.S. CITIZENS	OF #0	EBENT U.S. C.	INTER-	STATE								REL	ATIVE F.	RELATIVE FREQUENCY OF MOVEMENT INTER-STATE	04.4	FINENT :	INTER-SI	'ATE				PAGE NO	
									Sport cen 72	10 450 11	;													•	114643						
								1	7	2												100	SEP 72	FROM SEP 72 TO SEP 78	82						
					ALLENA	V (EX	CEPT	ALLEMANY (EXCEPT PUERTO RICO.	RICO. G	GUAM. HAWAII) TRANSITIONS	Awai i J	TRANS	111045						¥rr	ENAVY	(EXCEPT	PUERTO	#1CO.	NAM. MA	1 (1144)	ALLENAVY (EXCEPT PUERTO RICO. GUAM. MAMAII) TRANSITIONS	Ses				
:: ::	BINDAITY WAITE		BIFTHDAYE	ä	SERV COMP DATE	9 04	ᆲ	24	ND PROG E	٤٠ ش	114	APPR	PAY PLAN APPR CD SMOLTPE OCC GRP ALL ALL ALL ALL	3 34.	CC CAP		101	BIRTHDATE	SEAV	SERV COMP DATE	16 A 4	MC ND	PROG EL		MALS.	PAY PLAN APPR CD SNOL TPE OCC GRP	SHOL	¥.	\$	Carc	GRACE/LEV
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ž	POPULATION GAINS	NS 128	220	•	•	<u>=</u>	924		-	7	756	1036	ŧ	1 1096	1618	2		0 15165 5134		5	240 67	•	213	7	=	•	•	•			
2	NO AT SEP 78	š	5 2	2	~	283	2	. 47	a	2	9	4659	372	1 (539	9 5552	2		1 20080 13482		117 24					1	•		•	-		
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TOTAL AT SEP 72 15 54.087

				TAE	LE 6						
V.,					NT OF TH			_			
PRI	TEO :	28 JUN 79	311 AVE			3	- 19 19 L	_		AGE	NO 1
			EEO	<u>OPPO</u>	RTUNITY	REPU	RT				
			DEPART	MENT	OF THE	Y Y AK	 _				
CCUPATION	LEVEL	AROARD	C-HIRES	>_	PROMOTI	DAS	OTHER :	KIAE	<-L0555	<u>'S-></u>	AROARD
		SEP 72	NUMBER	*	NUMBER	2	NUMBER	*	NUMBER	*	SEP 78
C1ENT 15T-	5-0										
BLA M	1	34	57	4			- 2	8	34	2	59
HIS M	2	14	29	2			•	•	14	1	29
OTH M	3	59	66	5			2	8	59	3	68
MHI M	•	1760	1165	80			20	80	1753	89	1192
BLA F	5	10	11	1					19	1	1 1
HIS F	_6										2
OTH F	7.	5	1	_			_		5	_	1
HHI F TOTA	8	1976	128 1459	101			25	130	97 1968	121	130
			1434	101				130			1445
CIENTIST-		7.7	440	•	0.5			_	4		
BLA M	- <u>1</u>	363 119	119	<u>2</u>	22	<u> </u>	17	2	15 R	2	365
OTH M	3	361	285	4	40	3	10	2	121	1 2	176 575
HI H	-	13815	5668	89	1137	9 C	444	89	591A	92	15146
BLA F	5	4.3	11	•	4	. •	1	•	20		39
HIS F	6	2	2						5		?
OTH F	7	11	16		2						21
WHI F	B	344	220	3	43	3	16	3	183	3	442
TOTA	<u>LS</u>	15058	6432	99	1257	99	501	190	6452	130	16766
CIENTIST-	13-15										
BLA M	1	239	13	2	52	2	1	1	9.9	1	259
HIS M	2	64	4	1	20	1	2	2	17		73
OTH M	3	195	32	4	42	2			37	1	232
HI H	4	114 75	737	93	2148	94	75	93	3708	96	10727
BLA F	5	7	1		1		1	1	3		9
HIS F	-6	1	2								
WHI F	8	101	5	•	1 22		•	2	7-		9
TOTAL		12082	794	101	2284	102	81	99	37 3844	99	93 11397
CIENTIST-	16-18						·				
BLA M	1	1			2	Ą				_	3
HIS M	2	1							1	7	
OTH M											
WHI M	•	219	13	100	44	94	3	100	128	99	149
BLA F											
HIS F	7										
WHI F						2					
TOTA		222	13	100		135	1	122	120	110	2

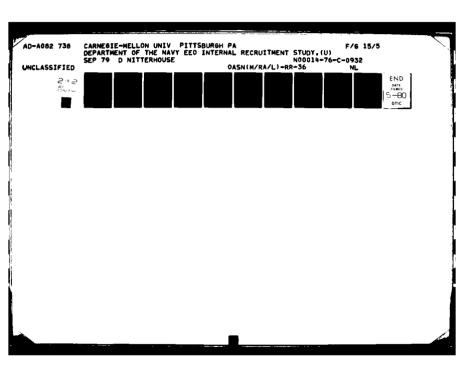
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				_	NT OF TH	_					
PPTI	NTEO 2	8 JUN 79	OFFICE	OF C	IVILIAN	PERS	ONNEL			AGE	¥0 2
			EE0	<u>OPPO</u>	RTUNITY	REPO	RT				
			DEPART	MENT	OF THE	NAYY					
CCUPATION	LEVEL	AROARO	<-HIRES				OTHER		-LOSSE		AROARD
		SEP 72	NUMBER	*	NUMBER	*	NUMRER	*	NUMBER	. *	SEP 74
TUED DOOF										-	
THER PROF	1	14	25	6					14	1	25
HIS M	2	3	1						3	•	1
OTH M	3			2			1	-3	4		
WHI M	•	155	172	38			9	33	153	15	186
BLA F	5	80	26	6			5	17	7C	7	41
HISF	6		2				1		5		5
OTH F	7	15	26	6			2	7	12	1	31
WHI F		848	191	100			12	43	758	75	293
TOTAL	. 3	1127	450	100			5 €	100	1016	44	591
THER PROF	-										
BLA M	1	36	48				10		sc		79
HIS M	5	11	7	_	1		1	1	. 6	1	14
M IHU	3	18 1208	16 859	<u> </u>	72	10	101	<u>2</u> 57	771	72	1467
BLA F	5	27	62	7 7	34	10	101	5	11	, ,	121
HIS F	6		6				<u>'</u>		1		- 121
OTH F	7	7	40	3	4	1	1	1	7		49
WHI F	8	436	524	34	25 C	68	51	2.0	250	23	991
TOTAL	<u>.s</u>	1717	1562	10C	365	9 8	177	101	1072	100	2749
Tues 555											
THER PROF	13-15		<u> </u>	3		2				7	
HIS M	2	2		7	•	Z	4	•	2	,	2
OTH M		10	3	1	2	1	• • • • • • • • • • • • • • • • • • • •			1	13
WHI M	4	932	233	91	178	87	36	A2	494	94	885
BLA F	5	2							1		1
HIS F	6		1								. 1
OTH F	7		1								3
WHI F	<u> </u>	33	11	•	20	13		9	21	4_	47
TOTAL	. \$	987	257	99	204	10f	4 4	100	525	100	967
THER PROF	16-19										
BLA M	_1										
HIS M	2										
OTH M											
WHI M	4	20	2	67	9	97			1 =	94	16
BLA F HIS F	<u>5</u>										
OTH F	7										
WHI F	R	1	1	33	 1	17			1	6	2
TOTAL		21		100		100				100	18

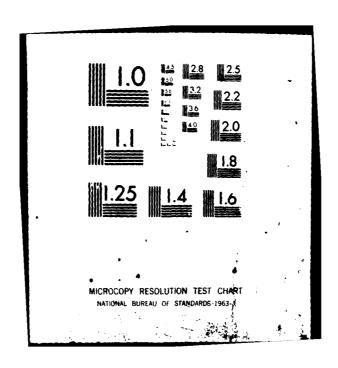
 			٠,	TABLE	6 (CONT*D)	,					
					NT OF THE						
PRINT	ED :	28 JUN 79	OFFICE	<u> </u>	1416144	E K 3	OWALL			PAGE	NO 3
			EEO	OPPO	RTUNITY	REPO	RT				
			_DEPAR]	MENT	OF THE	WA V Y					
CCUPATION L	EVEL	AROARD	C-HIRES	<u>></u>	PROMOTIO) NS	OTHER 3	AIN	C-LOSSE	<u>(5-5</u>	AROARO
		SEP 72	NUMBER	*	NUMBER	*	NUMBER	*	NUMBER	*	SEP 78
NAGEMENT 1	-4										
	1	8	4	6	~				A	12	4
	2	2	·						2		
OTH M	3										
	4	25	10	15					24	37	11
BLA F	5	7	11	16			4	5.5	7	11	15
	<u>6</u>	<u>-</u>	1	1_						_2_	
OTH F WHI F	7	1		4.0			1	6	1	?	1
TOTALS	8	23 67		62 100			18	<u>.72</u> 193	22 65	34 131	<u>56</u>
					··		• ···				
ANAGEMENT 5								_		_	_
	1 2	181 39	81	- 4	16	21	43		161		160
N HTO	3	34 34	19 12	1	6 1	R 1	15	1	36	1	43
	,	17C2	984	50	42	56	28 7	20	30 1545	46	21
BLA F	5	231	95	5	5	7	129	9	195	*n	1464
	6	14	10	1	, 1	_ <u></u>	33	2	12		46
	7	20	12	i	•	4	. 15	1	18	1	29
WHI F	8	1561	756	38	4	- 5	917	64	1352	40	1886
TOTALS		3782	1969	101	75	99	_	139	3349	-	3914
NAGEMENT 9	- 12										
	1	532	232	4	154	-6	21R	5	258	2	978
HIS M	2	192	64	1	60	2	73	ź	92	i	297
	3	197	92	1	34	1	48	1	8C	1	291
	•	14814	4851	75	1406	53	2675	58	83.73	78	15373
	5	297	145	5	125	5	278	6	143	1	702
	6	15	15		17		20		6		61
	7	48	18		1 4	1	13	_	22		71
	<u> </u>	3351	1036	16	821	31	1268	28	1817	17	4659
TOTALS		19446	6453	99	2631 1	10?	4593	100	10791	100	22332
NAGEMENT 1											
	!	87	14	<u>.</u> 5	44		12	5_	37	1_	120
HIS M	2	26	1	_	13	1	4	2	15	1	29
	3	17		1_	13_	_1_	4	2_	7		28
WHI M BLA F	4 5	5369	505	88	1374	A 4	225	90	2765	65	4708
	2	17	2		16	_1_	1		<u> </u>		30
	7 7	3			2				1		_
	<u>,</u>	363	4 B	A	176	11	5	2	160	5	372
TOTALS		5823	574	99	1635	4 I	251	۷,	100		212

				TABL	E 6 (CONT	D)					
			_		NT OF TH	-					
007	NTED 2	8 JUN 79	OFFICE	OF C	IVILIAN	PERS	ONNEL			AGE	NO 4
		- JUN /Y	EEO	OPPO	RTUNITY	REPO	RT			- DE	
			DEPART	MENT	OF THE	NAVY					
CCUPATION	LEVEL	APOARD	<-HIRES	·>	PROMOTI	240	OTHER C	A I N	<-LOSSE	<u> </u>	ARGARD
		SEP 72	NUMBER	*	NUMBER	*	NUMPER	*	NUMBER	*	SEP 7A
ANAGEMENT	16-19					_					
BLA M	1	1									1
HIS M	_2										
OTH M	3		1	7	•						1
BLA F	4	48	12	86			26	93	37	97	49
HIS F	5 6										
OTH F	7										
WHI F	8	_1	1_	7			2	7	1		3
TOTAL	LS	50	14	100				100	38	100	54
ECHNICIAN	_										
BLA M		115	162		2	6_	11		103	4	187
HIS M	3	19	29	1	•	-	1		18	1	31
HI M		735	27 614	<u>1</u>	1 13	37	<u>1</u> 39	13	7£2	3 C	<u>30</u> 699
BLA F	5	516	299	13	12	34	62	16	352	15	537
HIS F	<u>,</u>	42	34	1			, JE	- 2	31	1	53
OTH F	7	29	36	2			7	2		í	51
WHI F	8	1260	1096	48	7	2)	-24R	66	1072	46	1539
TOTA	LS	2732	2297	100	35	10 C	377	99	2314	99	3127
<u>ECHNICIAN</u>											
BLA M HIS M	1	625	287	6	273	8	112	5	447	5	R56
M HTO	<u>2</u> 3	188	88 76	2	35 28	1	21	1	135 82	2	184 153
WHI M	4	5936	2326	49	1 3 3 5	31	484	24	4652	52	5129
BLA F		830	27C	 -	13,5	12	279	14	496	76	1283
HIS F	6	79	47	1_	47	1	36	2	45	1_	164
OTH F	7	79	44		31	1	22	1	45	,	137
WHIF	8.	4458	1618	34	144C	40	1393	53	3354	3.4	5552
TOTA	LS	12305	4756	101	3295	99	2052	100	8950	102	13458
ECHNIC IAN	9-12										
BLA M	_1	577	107	4	294	6	12	4	279	3	711
HIS M	_2	295	40	1	132	*	7	2	124	1	350
OTH M	3	272	9.0	<u>1</u> _	<u> 85</u>	2	6	2	118		285
WHI M		15732	2389	88	3726	76	261	43	7878	R 7	14230
BLA F HIS F	5	1C8	18_ 1		137 13	- 3			7 ^		193
OTH F	7	12	•		13				5		1 A
WHI F	- /A	765	138	4	527	11	5		553		952
TOTAL	15	17769	2703	99	4921			100	9331	99	16653

			-								
			_ :	FABLE	6 (CONT'D) 					
					NT OF TH		* *				
			OFFICE	OF C	<u>IVILIAN</u>	PERS	ONNEL				
PRIN	TED 2	8 JUN 79	EEO	OPPO	RTUNITY	REPO	RT			AGE	NO 5
			DEPAR	MENT	OF THE	NA V Y					<u></u>
CCUPATION	LEVEL	AROARD	<-HIRES	S>	PROMOTI	2 14 0	OTHER 3	MIA	C-LOSSE	S=>	ASDARD
		SEP 72	NUMBER	*	NUMBER	*	NUMBER	*	NUMBER	*	SEP 78
ECHNICIAN	13-15										
BLA M	1	3					3	2	2	1	•
HIS M	2	2									
OTH M	3	1					1	1	1		1
WHI M	-	490	12_	100			128	96	307	98	323
BLA F	5										
HIS F	-6										
WHI F	Ŕ	1					,	1	1		1
TOTAL		497	12	100			1 34	151	31 2	99	331
LERICAL	1-4										
BLA M	1	1085	635	3_	45	19			821		950
HIS M Oth M	2	140 73	112 133	1	5	2	3 2	1	120 61		140 148
WHI M		3201	1653	8	65	28	50	12	2647	10	2322
BLA F	5	4053	2927	14	59	26	47	11	3137	12	3949
HIS F	6	573	386				8	2	435	2	532
OTH F	7	398	299	1	3	1	5	1	303	1	432
WHI F	8	23499	15165	71	53	23	305	72	18942	72	20080
TOTAL	<u>. S</u>	33022	21 310	131	231	99	425	122	26465	100	28523
LERICAL	5-8										
BLA M	1	549	148	2	222	•	6	3	366	3	559
OTH M	3	<u>63</u> 78	76	1	2C 13				53		72 114
HI N	,	2236	787	11	406	7	52	23	1693	14	1788
BLAF	- 5	2035	81 6	11	982	17	18	8	1264	10	2587
HIS F	6	223	88	1	94	2	4	5	136	1	273
OTH F	7	182	97	1	91	2	4	2	106	1	26R
WHI F	8	12985	5134	72	3953	68	141	63	P721	7 <u>0</u>	1 34 92
TOTAL	. S	18351	7179	99		137	225	101	12383	99	19153
LERICAL BLA M	9-12	17	1	3	7	5			9	3	16
HIS M	2	2	<u> </u>		—- <u>-</u>				1		
OTH M	3	4	3	9	1	•			3	1	1 5
M IHW	4	142	21		35	27	6	55	125	47	70
BLA F	5	13			22	17			11	4	24
HIS F	6					2					2
OTH F	7	4							2	1	
WHI F	8	153	10	29	64	49	5		115	43	
TOTAL	<u>. S</u>	335	35	101	131	131	11	123	266	99	

					6 (CONT'D)			
					NT OF THE NA Ivilian pers			
PRINT	ED 2	8 JUN 79	UFFICE	<u> </u>	I VILIAN VEN.	- Dance	PAGE	NO 6
			<u>€E0</u>	OPP0	RTUNITY REPO	ORT		
			DEPART	MENT	OF THE NAVY	<u> </u>		
CCUPATION L	EVEL	AROARD	<- HIRES	>	PROMOTIONS	OTHER GAIN	<-L055E5->	AROARD
		SEP 72	NUMBER	8	NUMBER %	NUMBER *	NUMBER 1	SEP 7A
THER GENR 1						· · · · · · · · · · · · · · · · · · ·		
	1	386	559	17		26 20	316 12	655
HIS M	2	144	146	4		4 3	112 4	182
. OTH M	3	41	46	<u> </u>	··	3 2	31 1	59
WHI M	4	2666	2174	64		96 73	2234 82	2702
	5	5	182	5			5	182
HIS F	6		19	_1				19
OTH F	7	1	11				1	11
WHI F	8	28	240			2 2	27 1	243
TOTALS		3271	3377	99		131 100	2726 130	4053
THER GENR 5					105 15	• -		
	1	280	231	12	105 13 44 5	3 5	129 5	490
HIS M	2	98	72		7.1	,	• • •	1 72
OTH M	3 4	40 3659	1547	77	652 81	54 84	22 1	7 F 9 3
WHI M	₹ 5	702 Y	51	3	072 71		2337 92	3582
BLA F HIS F	<u> </u>	<u>.</u>	5			2 3		<u>53</u>
OTH F	7							4
WHI F	8	9	67	3		3 5	6	73
TOTALS		4087	2001		807 100	64 100	2532 100	4427
THER GENR 9	-12							
BLA M	1	4	3	12	4 3	· · · · · · · · · · · · · · · · · · ·	4 2	7
HIS M	2	6	_	-	6 4		6 3	6
OTH M	3	5			1 1		4 2	5
WHI M	4	226	23	88	147 93	2 100	188 93	210
BLA F	5							
HIS F	6							
OTH F	7						_	
WHI F	8	2		100	450 400	A 445	1	1
TOTALS		243	26	100	158 101	2 100	203 100	228
RETSHN-OP A								
	1	515	438	<u> </u>	23 18		512 1C	464
HIS M	2	146	131	2	5 4		143 3	139
OTH M	3	106	82	1	1 1		106 2	83
WHI M Bla F	4 5	4196	4 70 C	82 1	4 3		4172 A4	4777
HIS F	2	16	<u>47</u>	1_	1 1		16	51
OTH F	7	1	5		2 2		٠ ,	7
WHI F	8	28	312	5	40 32		28 1	152
TOTALS		5008	5720	99	125 100		4978 100	5R75





					6 (CONT						-
	-				NT OF TH Ivilian	_					
PRI	NTED	28 JUN 79		V					· F	AGE	NO 7
				OPPO	RTUNITY	REPO	RT				
			DEPART	MENT	OF THE	HAVY					
CCUPATION	LEVE	AROARD	C-HIRES	>	PROMOTI	2K O	OTHER 3	KIA	C-LOSSE	S->	AROARO
		SEP 72	NUMBER	*	NUMBER	*	NUMBER	*	NU NA ER	8	SEP 78
RFTSMN-OP	CFM1.						•-				-
BLA M	1	14362	3929	22			922	34	7742	27	11193
HIS M	<u>\$</u>	1956	805	4			120	5	1053	4	1837
OTH M	- 3	898	498	- 3			66	2	596		916
MHI W	í	21632	11507	63			1196	44	16017	55	16318
BLA F	5	1567	586	3			148	5	908	3	1389
HIS F	6	154	38_						79		124
OTH F	7	100	34				4		65		73
MHI F	.8	3314	741	4			248	9	2662	9	1641
TOTA	LS	43703	18138	99			2723	99	29377	123	354 91
FTSMN-OP											
BLA M		8315	2432	<u> 11</u>	1 39.7	27	427	13	4227	11	8299
HIS M	5	2525	742	3	288	6	115	3	1555	3	2448
OTH M		1800	496	2	124	- 2	90	- 2	965	3	1525
WHI M	4 5	53577 125	1 7826 43	8.3	3245 58	63	3698	A 4	31822	83	46524
BLA F HIS F	- 6	6			12		23		84		159 25
OTH F	7	5	- 1		12		9				2
WHI F	, A	291	85		81	2	42	1	181		316
TOTA		66644	21596	99	5179		4389	_	385 <u>C</u> R	132	59 300
RFTSMN-OP	1540	-						-			
BLA M	1	753	65	7	478	14	42	5	533	7	A35
HIS M	2	309	22	3	164	5	21	3	209	3	705
OTH M	3	217	28	3	65	2	21	3	134	<u> </u>	197
HHI M	4	9643	743	85	2765	79	677	RR	71 3A	RA	6695
BLA F	5	41	3		8		5		33		21
HIS F	6	_7_			1				5		
OTH F	7	2			1				2		1
WHI F	8	71	10	_1_	13		3		6R		29
TOTA	NLS	11043	871	99	3495	100	766	99	R127	171	8251
RETSHN-OP											
BLA M		857	59		734	15	22	_10_	453		1219
HIS M	5	192	14	2	155	3	9	•	91	1	279
OTH M	3	113	25_	<u></u> :_	<u>55</u>	_1_			69	1_	12
WHI #	7	9214	550	84	3922	8 C	181	84	6027	90	7847
BLA F	_5_	12									2
HIS F	6	•			1						1
OTH F WHI F	8	18	5	1	14				15		23
		1.6			14				13		21

PRI		· -			NT OF T						
- 44.	NTED 2	8 JUN 79		UP L	IVILIAN	PERS	UNNEL			AGE	NO 8
				OPPO	RTUNITY	REPO	RT		<u> </u>		
			DEPARI	MENT	OF THE	YVAK					
CCUPATION	LEVEL		<-HIRES	<u>></u>	PROMOT	ONS	OTHER		<-LOSSE		
		SEP 72	NUMBER		NUMBER	*	NUMBER	*	NUMBER	*	SEP 78
ABORERS	SEMI-										
BLA N	1	3049	985	32			112	36	2316	47	1850
HIS M	2	255	209	7			9	3	197	4	274
OTH N	3	191	78	3			6	2	142	3	133
HIHW		2012	1 381	45			17	25	1759	36	1711
BLA F	5	534	261	9			80	26	383	8	492
HIS F	6	10	16	<u>· 1</u>					<u> </u>		27
OTH F	7	8	7	_			2	1	5	_	12
WHI F	<u>8 · </u>	137	126	-4			17	101	111	2	169
TOTA		6216	3063	101			309 	101	4918	700	4673
AB ORERS	LEADE										
BLA M	1	77	11	31	38	60	5	<u>50</u>	60	52	71
HIS N	5	•	2	6	5	3			1	1	
OTH M	3		2	6	7	11			6	5	11
WHI W	-	36	16	46	8	13	•	43	33	29	31
BLA F HIS F		15	•	11_	6,	10	1	10	14	12	1?
OTH F	6					_					
WHI F	7 8	1			1	2					
TOTA		141	76	100	-	101	10	100	1	1	-
1014	<u>r</u> 2	141	25	100		101	10	100	115	100	134
ABORERS	SUPER										
BLA M	1	112	6	32	46	67	R	73	77	48	89
	2	3			2	3			3	2	2
HIS M	3	2			1	?			2	1	1
HIS M	_		7	37	10	17		18	74	46	35
HIS M OTH M WHI M	4	90						9			14
HIS M OTH M WHI M BLA F	5	6	5	26	. 7	12	1	4	5	3	• •
HIS M OTH M WHI M BLA F HIS F	5 6			26	. 7	12	1	,			
HIS MOTH MOHINE MAIN FOR THE FORTH F	5 6 7		5		. 7	12	1				
HIS M OTH M WHI M BLA F HIS F	5 6 7 8		5	26 5	. 7	101	1	100	161		

	TABLE 7	
	DEPARTMENT OF THE NAVY OFFICE OF CIVILIAN PERSONNEL	
PRINTED	28 JUN 79 EEO DYNAMICS FOR THE PERIOD SEP 72 TO SEP 78	

PAGE NO 1

DEPARTMENT OF THE HAVY

CCUPATION	LEAET	AROARD			SES				N5	_	AROARD
	_	SEP 72	INTERN		EXTERN	*	INTERN	*	EXTERN	*	SEP 78
BLA M											
SCIENTIST-	5~8	34	21	62	13	38	2	_6	5.7	168	59
	9-12	363	55	15	103	28	41	11	119	33	765
	13-15	239	3	1	41	17	_51	21	13	5	. 259
	16-1R	1					7	200			3
THER PROF	5-8	14	7	50	7	51			25	1 79	25
	9-12	36	9	25	11	31	15	42	48	133	70
	13-15	8	3	38	1	13		TCC	R	100	20
	16-18										
MANAGEMENT	1-4	8_	5	63	3_	38				50	
	5-8	181	93	51	68	38	50	3.3	A1	45	167
	9-12	532	48	9	210	39	: 372	7C	232	44	P78
	13-15	87	3	3	34	39	56	64	14	16	120
	16-18	1									1
TECHNICIAN	1-4	115	19	43	54	47	13	11	162	141	187
	5-8	625	234	3.7	207_	33	38 5	62	287	46	856
	9-12	577	113	20	166	29	306	53	107	19	711
	13-15	3	2	67			3	100			
CLERICAL	1-4	1085	432	37	418	39	50	5	635	59	95^
	5-8	549	169	31	197	36	22 R	42	148	27	550
	9-12	17	3	19	6	35	7	41	1	6	16
OTHER GENR	1-4	386	143	37	173	45	26	_7	559	145	655
	5-8	280	26	9	103	37	1 78	39	231	82	497
	9-12		. 2	50	2	50	4	100	_ 3	75_	. 7
CRFTSMN-OP	APPRE	515	553	69	159	31	23	4	438	A5	464
	SEMI-	14082	2116	15	5624_	45	922	7	3929	28	11193
	JOURN	A315	761	9	3466	42	1839	22	2402	5.6	8299
	LEADE	753	281	3.7	252_	33	_520	69	65	9	AC5
	SUPER	857	136	12	347	47	756	88	59	7	1219
LABORERS	SEMI-	3069	893	29	1423	46	112	4	985	32	1850
	LEARE	77	.33	43	27	35	43	56	11	14	71
	SUPER	112	36	32	41	37	4 R	43	6	5	89
TOTAL RLA	M	32925	5 96 9	18	13156	43	5969	-18	12629	32	33398

					NT OF TI						
PRI	ITED 2	8 JUN 79					72 TO S	FP 7		*46E	NO 2
_ 			UEPARI	FF B.	OF THE	AAYI					
MOLTAQU220	LEVEL	SEP 72	INTERN	<u>-LOS</u>	SES EXTERN	*	INTERN	-64I	EX TERN	*	SEP 78
HIS M											
SCIENTIST-	5-8	1.4	11	79_	3	21			29	237	20
	9-12	119	19	16	25	21	20	17	A1	68	176
	13-15	64			13	23	22	34			73
OTHER PROF	16-18 5-8	1 3	2_	67	1	100 33			1	33	1
VINER FRUE	9-12	11	3	27		27	7	18	7	64	14
	13-15	2			_	100					
	16-18										
<u>HANAGEMENT</u>		2	1	53	1	52		-			
	5-8 9-12	39 192	19 21	49	17 71	4 4 37	21 133	54 69	19 64	49 33	43 291
	13-15 16-18	26	4	15	11	42	17	65	1	4	29
TECHNICIAN		19	Я	42	10	53	1	- 5	29	153	31
	5-8	188	91	48	9.4	23	43	23	8.8	47	184
	9-12	295	51	17	73	25	139	47	40	14	350
CLERICAL	13-15	140	64	96	56	40	- 1	<u>50</u>	112	80	140
CPENICAL	5-R	63	23	32	24	38	2.	32	33	5 2	72
	9-12	5			1	50					
OTHER GENR		144	56	39	56	39			146	131	183
	5-8	98	9	9	35	36	46	47	72	73	1 72
CHFTSMN-OP	9-12 APPR	144	101	69	<u>5</u>	<u>83</u> 29	<u>6</u>	102	131	90	1 39
UNF 1378-UF	SEMI-	146 1956	436	21	647	33	129	7	805	41	1837
	JOURN	2525	291	12	931	37	403	16	742	20	2048
	LEADE	309	97	31	112	36	185	6.7	22	7	301
	SUPER	192	50	10	71	37	364	85	14	7	279
LABORERS	SEMI-	<u>255</u>	83	31	117	25	2	<u> </u>	209	82 50	276
	LEADE SUPEK	3	2	67	1	33	2	50 67	5	9 ('	1
	20. 5.16		<u> </u>					<u> </u>			
TOTAL HIS	<u> </u>	6820	1382	20	2374	35	1382	20	2651	39	7097

				OF C	IVILIAN	PERS	ONNEL				
PRI	ITED 2	8 JUN 79 EEO DYN		R TH	E PERIOD	SEP	72 TO_S	EP 7		AGE	NO 3
					OF THE						-
			UEPARI	75.41	UP INE	<u> </u>					
OCCUPATION	TEAEF	SEP 72	INTERN		SES EXTERN	*	INTERN	-64 I	EXTERN	*	SEP 78
OTH M											
SCIENTIST-	5-8	59	37	63	22	37	2	3	66	112	68
	9-12	361	46	13	` 75	21	50	14	285	79	575
	13-15	195	5	3	32	16	42	22	32	16	232
	16-18										
THER PROF		5	2	40	2	4 C	1	20		140	9
	9-12	18	6	33	•	22		28	16	8 9	29
	13-15 16-19	10	1	10	2	20	5	20	3	30	12
HANAGEMENT											
TANAGENERI	5-8	34	19	56	11	32	5	15	12	35	21
	9-12	197	16	R	64	32	82	42	92	47	291
	13-15	17			7	41	14	82		24	21
	16-1A	• •			•	•	• •		1		1
ECHNICIAN	1-4	16	5	31	13	63	5	13	27	169	3.
	5-8	110	41	37	4.1	37	49	45	76	69.	
	9-12	272	42	15	76	2R	91	33	43	15	285
	13-15	1				160		100			
CLERICAL	1-4	73	31	45	30	41	3	4		192	146
	5-8	78	32	- 11	21	27	13	17	76	75	119
NTHED CEND	9-12	41	3 12	75 29	19	46	1 3	25 7	3	112	59 59
OTHER GENR	5-8	40		15	16	43		15	24	67	46
	9-12	5	1	20	_ 3	60	,	5.	24	U .	2
CRF TSMN-OP		106	81	76	25	24		1	R2	77	81
	SEMI-	898	157	17	389	4.3	46		498	55	914
	JOURN	1800	127	7	843	47	194	11	496	2 A	152
	LEADE	217	56	26	78	36	48	a C	2 A	13	197
	SUPER	113	16	14	5 3	47	5 A	51	25	2?	127
ABORE RS	SEMI-	191	<u>5</u> ç_	_26_	92	4 A	6_		7 <u>A</u>	-11	133
	LEADE	8	•	50	2	25	7	38	?	25	1 1
	SUPER	2		50		<u>-5^</u>	1	<u>50</u>			
TOTAL OTH	pt .	4871	792	16	1919	39	792	16	2157	44	5129

					7 (CONT'D						
					NT OF TH Tytlian						
PRI	TED 2	8 JUN 79		<u> </u>		, 614.3	<u> </u>			AGE	NO 4
		EEO DYN	AMICS FO	R TH	E PERIOD	SEP	72 TO S	EP 7			
			DEPART	MENT	OF THE	NA V Y	· - · - · - · - · - · - · - · - · · - ·			·	
CCUPATION	1 5 451	AROARD		-1.05	SE S		4	- 641	XS		400405
	LEVEL.	SEP 72	INTERN	*	EXTERN	*	INTERN	3	EX TERN	2	SEP 78
WHI M											
CIENTIST-	5-8	1760	1134	64	619	35	23	1	1165_	6.6	1192
	9-12	13815	2319	17	3599	26	1581	11	5668	41	15146
	13-15	11475	345		7363	29	2223	19	737	6	1272
	16-18	219	10	5	118	54	. 45	21	13	6	149
THER PROF		155	84	59	66	43	9	6	172	111	186
	9-12	1208	251	21	520	43	171	14	859	71	1467
	13-15	932	57	_6_	437	47	214	_23	233	25	885
4	16-18	20		_	15	75	. 9	45	2	10	16
ANAGEMENT		25		32	16_	64			12_	4.2	1
	5-8	1702	801	47	744	4.4	323	19	984	58	1464
	9-12	14614	1488	13	5885	46	4381	28	4851	<u> 33</u>	1537
	13-15	5369 48	191	4 2	2574 36	4A 75	1599	30	505	9 25	4705
ECHNICIAN		735	331	45	371	50	26 52	54 7	614	80	699
Countered	5-8	5936	2346	40	2326	39	1519	26	2326	39	512
	9-12	15732	1922	12	5956	38	3987	25	2389	15	14230
	13-15	490	98	20	239	43	128	26	12		32
LERICAL	1-4	3201	984	31	1663	52	115	4	1653	52	2322
	5-A	2236	675	30	1018	.46	458	20	787	35	178
	9-12	142	60	42	65	46	41	29	21	15	79
THER GENR	1-4	2666	924	34	1330	50	96	. 4	2174	82	270
	5-8	3659	333	9	1997	55	706	19	3547	42	3582
	9-12	226	3	_1	185	82	149	_66_	23	10	21:
RFTSMM-OP		4196	294C	70	1232	54	49	1	4700	112	477
	SEMI-	21632	4660	22	11357	53	1196	6_	11507	53	1831
	JOURN	53577	7283	14	24539	46	6943	13	1 7826	13	4 65 24
	LEADE SUPER	9643	2799	29	4339	45	3442	36	743	<u> </u>	6691
ABORERS	SENI -	2012	787 530	9 26	5240 1229	57 61	41ú3 77	45	557 1381	6	7847
	LEADE	36	14	39	19	53	17	33	16	44	<u>171°</u> 31
	SUPER	90	28	31	46_	51	12	13	7	8	31
TOTAL WHI	<u> </u>	186965	33386	18	#2093	44	33386	18	6 34 94	34	168366
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		-									

OFFICE OF CIVILIAN PERSONNEL													
PRI	PRINTED 28 JUN 79 PAGE NO 5 EFO DYNAMICS FOR THE PERIOD SEP 72 TO SEP 78												
DEPARTMENT OF THE NAVY													
CCUPATION	LEVEL	SEP 72	INTERN	<u>-L05</u>	SES EXTERN	>	INTERN	-64 I	EXTERN	*	SEP 78		
									····	-			
BLA F													
SCIENTIST-		10		40	6_	60				110	17		
	9-12	43	3	7	17	40	5	12	11	26	39		
	13-15					1.4	?	29	1	10	•		
THED COAP	16-18				-								
THER PROF	9-12	80 27	33	41	37	33		159	26	32 230	121		
	13-15	2	•	•	ĭ	5 C	4,1	4 J V	™ €	237	121		
	16-18	<u>-</u> _			<u>-</u> _								
MANAGEMENT	1-4	7	4	57	3	43	•	57	11	157	15		
	5-A	231	136	46	RO	39	1 34	59	95	41	265		
	9-12	297	24	8	119	40	403		145	49	702		
	13-15	17	1	6	5	29	17	133	2	1 2	30		
ECHNICIAN	16-18	516	124	24	228	44	78	14	299	58	537		
	5-8	83C	214	26	282	34	679	82	270	7 n 33	1283		
	9-12	108	43	37	30	2A	137		18		193		
	13-15					•••		•••	• ''	• •	• • •		
LERICAL	1-4	4353	1454	36	1683	42	136	3	2927	72	3949		
	5-8	2035	545	27	719	35	1000	49	816	40	2587		
	9-12	13	4	31	7	54	2?	169			24		
THER GENR	1-4 5-8	<u>5</u> 1	1	20		80			182		182		
	7-8 9-12	1			1	100	?	500	51	4	5 7		
CRFTSMN-OP		16	15	94	1	6		25		294	51		
	SEMI-	1567	243	16	665	42	144	27 9	586	37	1389		
	JOURN	125	17	14	67	54	78	62	43	32	159		
	LEADE	41	12	29	21	51	10	24	7	7_	21		
	SUPER	12	3	A	3	25	14	117	4	33	24		
ABORERS	SENI-	534	127	24	256	4 R	9.0	15	261	49	192		
	LEADE SUPER	15 6	4	27	10 5	67 83	7 8	47 133	4 5	27 83	12 14		
TOTAL RLA		17598	297R	28	1269	43	297F	2R	5877	55	12224		
													

TABLE 7 (CONT'D)

				TABL	E 7 (CONTY	D)	<u> </u>					
					NT OF TI							
201	NTED 2	8 JUN 79		OF C	IVILIAN	PERS	ONNEL	PAGE	MO 6			
	#1EU 2			R TH	E PERIO	SEP	72 TO SEP					
				•			-					
DEPARTMENT OF THE MANY												
CCUPATION	LEVEL	AROARD	<u> </u>	L05	SES	>	(GA)	(NS>	ABDAR			
		SEP 72	INTERN									
HIS F												
CIENTIST-	5-A							2				
	9-12	2			2	100		2 100				
	13-15											
	16-18											
THER PROF					5	71	1_14	2 29				
	9-12	4			1	25		6 150	•			
	13-15 16-18											
HANAGEMENT		1			•	105		1 199				
· · · · · · · · · · · · · · · · · · ·	5-8	14	9	64	3		34 243	1C 71	9.0			
	9-12	15			. 6	43	37 247	15_100				
	13-15	1			1	16C						
	16-1R											
FECHNICIAN		42	14	33	17		A 19	34 A1	5			
	5-8 9-12	79	26	25	25	<u> 32</u>	83 135 13 163	47 59 1 13	16			
	13-15	•			•	36.	15 165	1 15				
CLERICAL	1-9	573	179	31	256	45	8 1	386 67	53			
	5-8	223	71	32	65		98 44	88 39	27			
	9-12						2	<u></u>				
THER GENR	1-4							19				
	5-8							5	•			
	9-12											
CRFTSMN-OP		154	• •	• •	4.0	70	1	5				
	SEMI-	- 134	14	12		39	11 7	3A 25 4 67	12			
	LEADE	7	3	43	2	29	1 14	7 67	·			
	SUPER	-										
ABORERS	SEMI-	10	1	10	4	40_	6 63	16 160				
	LEADE SUPER											
TOTAL HIS	F	1146	316	28	454	40	316 28	682 60	137			
* * *						T '	- 10 20	962 90				

TABLE 7 (CONT'D)

PRINTED 2	8 JUN 79		UP C	IVILIAN	PERS	DANCE			AGE	¥0 7	
FRENIED 4		AMICS FO	R TH	E PERIOD	SEP	72 TO S	EP 7		-0E		
		DEPART	MENT	OF THE	YAVY						
DECUPATION LEVEL	CCUPATION LEVEL AROARD <losses> <gains></gains></losses>										
	SEP 72	INTERN		EXTERN		INTERN		EXTERN	8	SEP 7A	
OTH F											
SCIENTIST- 5-8	5	2	40	3	69			1	2C	,	
9-12	11	3	27	5	45	2	1.8	16	145	21	
13-15	1					1	1C0	2	20C		
16-18											
OTHER PROF 5-8	15		27	8	53	2	13		173	31	
9-12	7			3	43	5	71		571	49	
13-15 16-18							<u></u>	1		1	
RANAGEMENT 1-4	1	•	100			•	100			1	
5-8	20	11	55	7	35	15	75	12	60	29	
9-12	48	1	2	21	44	27	56	19	38	71	
13-15	3			1	33	2	67			4	
16-18											
FECHNICIAN 1-4	29	13	45	8	28	7	24	36	124	51	
5-8	79	16	20	29	37	59	75	44	56_	137	
9-12	12	3	25	5	17	7	58			14	
13-15		100									
CLERICAL 1-4	398	142	36	161	40	A	2	299	75	492	
5-8 9-12	182	39	21 25	67	<u>37</u> 25	95	52	97	53_	268	
OTHER GENR 1-4	i		63	_	100			11	100	2 11	
5-8					300				100		
9-12								•		-	
CRFTSHN-OP APPRE	1	1	103			2	233	5	527	7	
SEMI-	100	8	A	57	_57	N	4	34	34		
JOURN	5	-	_	5	100	6	120	1	20	7	
LEADE	2				100	1	5C			1	
SUPER	1				100				_		
LABORERS SEMI-	<u>_</u>	2	25	3	38	2	25		88	12	
LEADF. Super						1				1	
TOTAL OTH F	933	247	26	385	41	247	26	654	79	1202	

				NT OF TH	_					
PRINTED	28 JUN 79	OFFICE.	<u> </u>	-111-1×N	FERS	UNALL			PAGE	NO B
			OR TH	E PERIO	SEZ	72 TO 9	EP 1			
		DEPAR	MENI	OF THE	NAY Y					
OCCUPATION LEV			<u>1 05</u>	SE S			-641	XS	<u>></u>	ARGAR
	SEP 72	INTERN	2	EXTERN	*	INTERN		ex tern		SEP 7
WHI F										
SCIENTIST- 5-8	94	42	45	51	54	1	1	128	136	13
9-1:		36	10	145	42	50	17	220	64	44
13-	15 101	2	2	35	35	24	24	5	5	9
16-						1	100			
OTHER PROF 5-8		260	31	498	59	12	1_	191	23	
9-1		41	10	500	51	301	74		129	98
				20	_67_	24	_73_		33	4
16-				1	100	1	100	_	100	_
IANAGEMENT 1-4	23	10	43	12	52	13	57		183	5
5-8 9-1:	1561 2 3351	625 21 D	4 O	72 <i>1</i> 1627	4 7 48	921 2389	59	756	48	188
13-		8	_ 0	152	50	181	60	1036	31 16	465 37
16-		•	,		100	2			120	31
ECHNICIAN 1-4	126C	393	31	679	54	255	20	1096	87	153
5-8	4458	1055	24	1999	45	2533	57	1618	36	555
9-1:	2 765	172	22	381	50	532	73		14	£5
13-:		1	100		- •	1	132		•	
CLERICAL 1-4	23499	6154	26	12788	5.	35 A	2	15165	65	2008
5-8	12985	2568	_ 23	6153	47	4394	32	5134	40	1349
9-1		41	27	74	48	69	4.5	10	7	11
OTHER GENR 1-4	28	8	29	19	68				957	24
5-8	- · · · · ·	1	11	5	56	3	33	67	744	7
9-1:					50					
RFTSHN-OP APPI		15	54	13	46		143	312		35
SEM: JOUI		218	$\frac{7}{9}$	2444	74	248		741	22	164
LEA		25 20		156	54	123	42	85	50	31
SUP		3	2 A	12 12	68	16	<u>23</u> 78	10	28	2
LABORERS SEM		22	16	89	65	17	12	126	92	2 16
LEA!		1	100		07	- 1/	100	160	42	16
SUP							100	1		
TOTAL WHI F	54(87	11932	22	28319	52	11932	22	2 76 81	51	5 34 4
<u> </u>										

